SHARP®

ELECTRONIC ORGANIZER

MODEL
PA-8500

OPERATING GUIDE

Bware

INTRODUCTION

Thank you for purchasing the Electronic Organizer «PA-8500».
In addition to eight basic functions of telephone directory, appointment schedule, calendar, memo notebook, clock, world clock, day count and calculator, you can expand the uses of the Electronic Organizer PA-8500 by using the various IC cards sold separately. The PA-8500 is a revolutionary product. Please read this operating guide thoroughly in order to use it correctly.

A Request

- *SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, Sharp assumes no responsibility for data lost or otherwise result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.*
- *SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and all of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.*

How to use this operating guide

This operation guide has been created to provide a description in English of the basic explanations of the Electronic Organizer and convenient peripheral units. Read the Japanese Instruction Manual to learn detailed usage and how to use functions not covered in this guide.
This guide has been written in steps so that a person using the PA-8500 for the first time can learn the basic functions.

This guide comprises the following:

1. Part names of the PA-8500
The numbers given to each key are used in the operating guide that follows. Use them for reference.

2. This chapter contains an explanation of how to use the built-in clock. In order to fully utilize the potential of the schedule and calendar functions, be sure to set the time on the main clock. Those in a hurry to begin using the Electronic Organizer may skip the explanation of the world clock function, as it is not necessary to become familiar with the operation of the world clock in order to operate the other functions on the unit.

3. This chapter is devoted to an explanation of how to enter various characters, both English and Japanese. This is an important chapter; be sure to read it carefully.

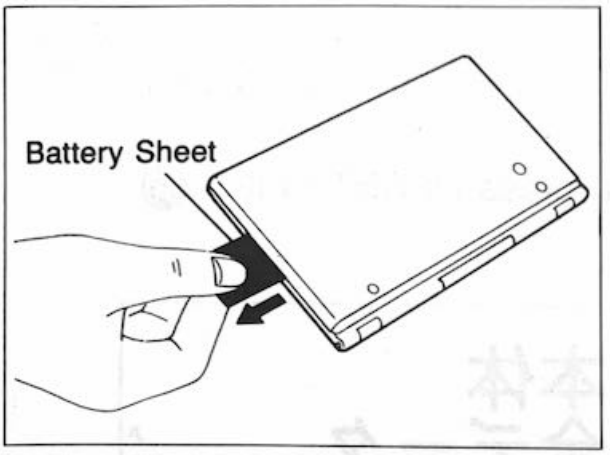
4-10. In these chapters, the various functions of the Electronic Organizer are described in detail.

11. This chapter introduces several convenient peripheral devices that may be used with the Electronic Organizer.

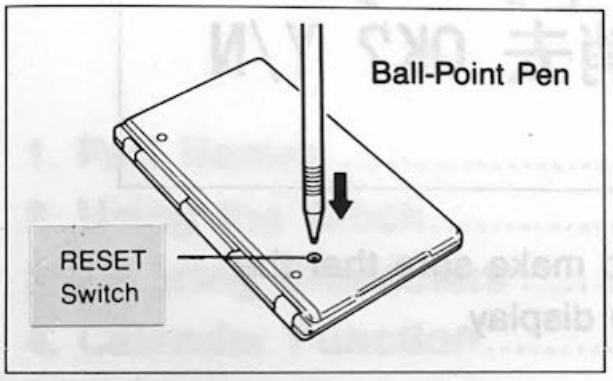
Appendix
1. Replacing Batteries
2. The English key pad. Use this for reference.

When Using the Unit For the First Time

Before using the unit for the first time, be sure to perform the following operations:



(1) Pull the battery insulation sheet outward with moderate strength to remove it, as shown in the figure at left . The battery sheet is inserted at the factory to prevent the battery from coming in contact with the unit and being drained of power. The Electronic Organizer cannot be used until this sheet is removed.



(2) Press the RESET switch on the rear of the unit twice. Then press the [Y] key. For the key position, see pages 1 and 2, "Part Names."

POWER ON/OFF

To turn the power ON: Press the [入] key in the upper right-hand corner of the keypad.

To turn the power OFF: Press the [切] key.

Automatic Power OFF Function

If no key is pressed for approxiamately 6 minutes, the power goes off automatically. To resume operation, press the [入] key.

Display Contrast Adjustment

The contrast of the display screen can be adjusted with the following procedure:

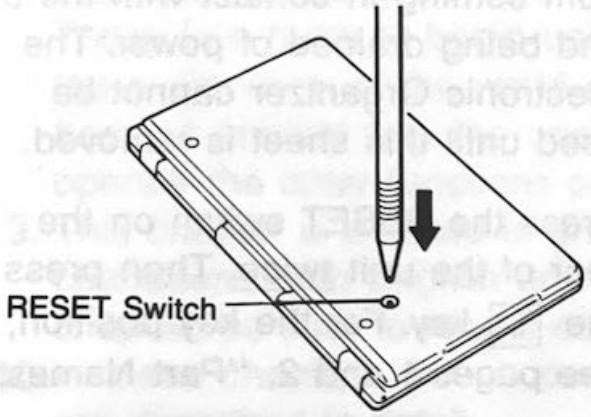
1. Press [入].
2. Press [カレンダー], [スケジュール], [電話] or [メモ].
3. Press [機能] and then [N].
4. Press [2] to select contrast adjustment.
5. Press the [♪] key to increase the contrast. Press the [修正] key to decrease the contrast.
6. After adjusting the contrast, press [C] to reset the contrast adjustment mode.

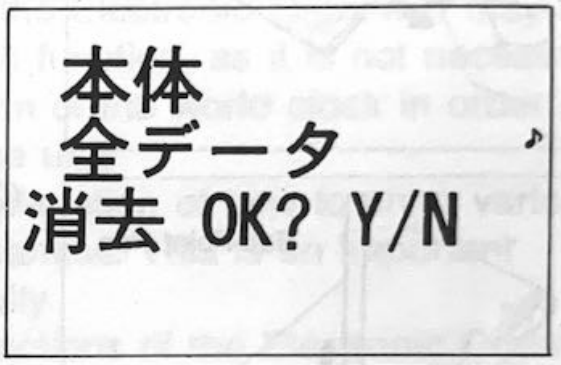
SPECIAL PRECAUTIONS

(1) Measures to take when trouble occurs

When the PA-8500 is subjected to strong external electrical noise or severe shocks during use, trouble may occur whereby none of the keys, including the [C] key will function. If this happens, perform the RESET operation as described below.

1. Using a ball-point pen or similar object, press RESET switch ㉚ located on the rear of the unit.

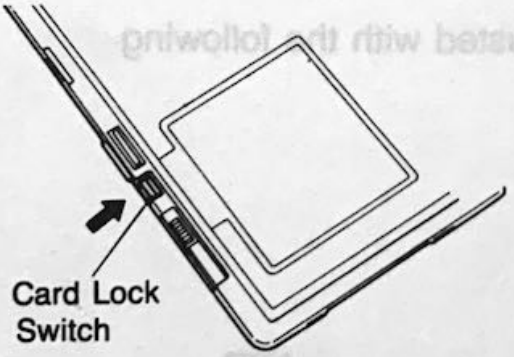




2. After pressing RESET switch , check to make sure that the message shown above appears on the display.
3. Press the [N] key.

Note: If the [Y] key is pressed instead of the [N] key at this point, all of the data stored in the unit will be deleted. DO NOT PRESS THE [Y] KEY UNLESS YOU WANT TO DELETE ALL DATA.

(2) Card Lock Switch



Turn ON the power by pressing the [ON] key.

If nothing appears on the screen even when [ON] key is pressed, check to see whether or not card lock switch ❸ on the left of the main unit is in the locked position (pressed in), as shown in the figure at left. If it is not in the locked position, lock it by pressing it in and then press the [ON] key again.

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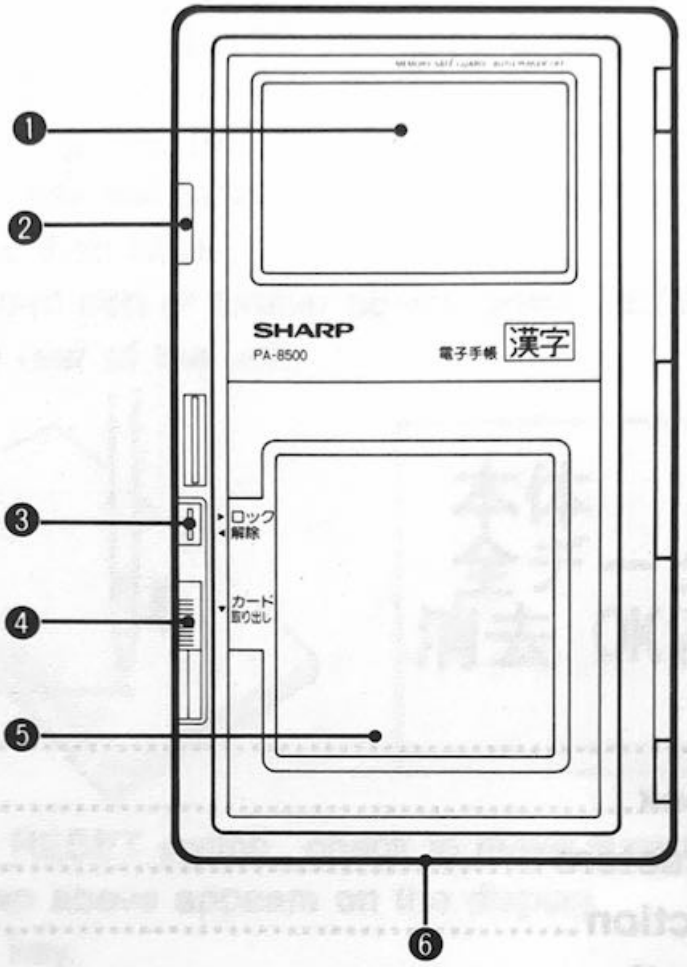
1. PART NAMES

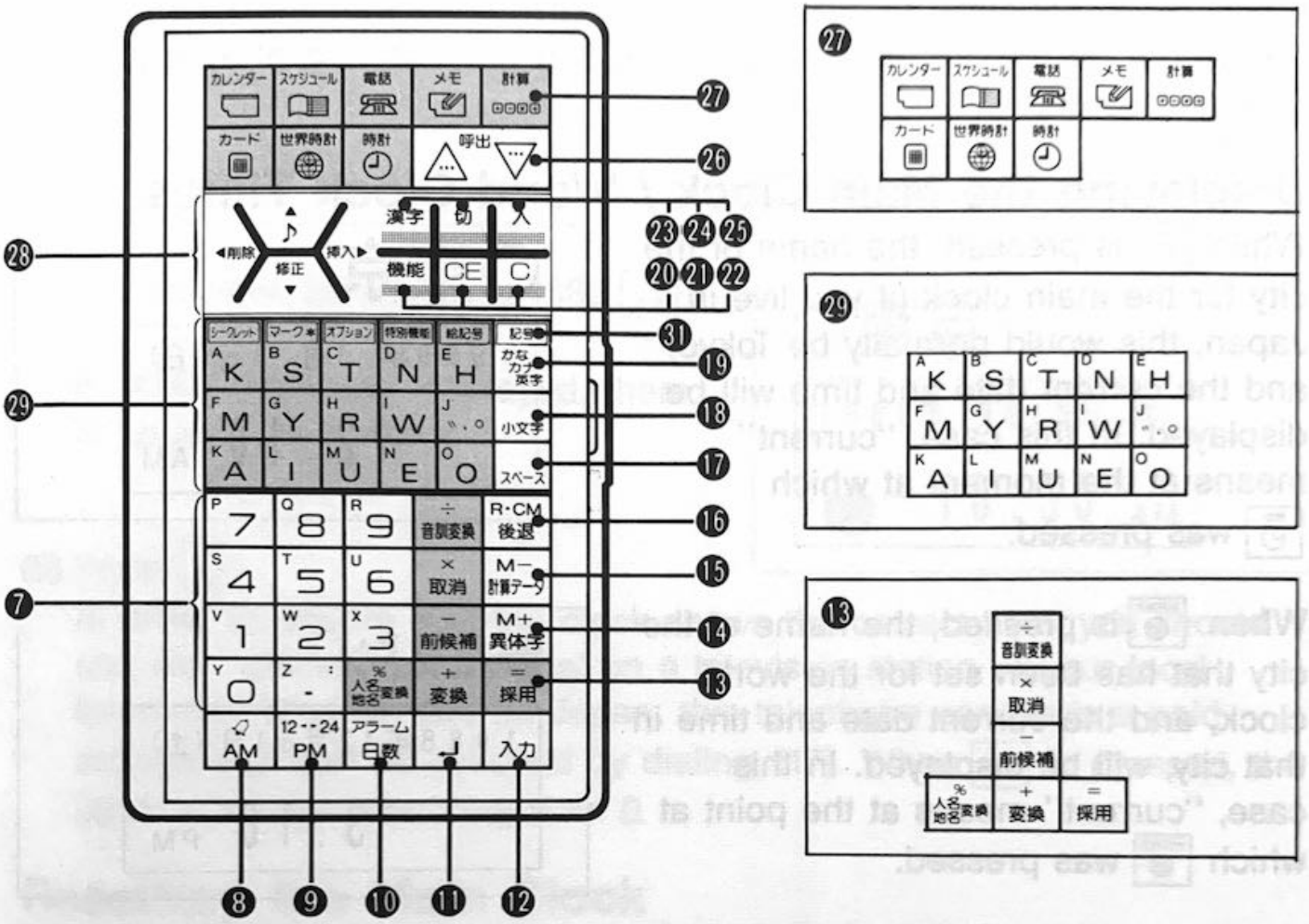
(Body)



•Numbers ❶ through ㉛ in the "Part Names" section correspond to the numbers in the text.

❶ Display (Screen)
❷ Terminal for connecting peripheral devices (printer, etc.)
❸ Card lock switch
❹ Card eject lever
❺ Keys for application cards (Transparent keys)
Used when using the function guide and the IC cards (sold separately).
❻ Slot for application IC card
PA-8500 is equipped with a protection card when shipped. Remove the protection card when mounting an application IC card (optional).
❼ Number/letter keys
❽ A.M. designation and alarm function set/delete key
❾ P.M. designation and time style selector key
❿ Quick day count and alarm set/delete key
⓫ Return key
⓬ Enter key
⓭ Kana/kanji conversion keys and percent sign/arithmetic calculation keys
⓮ Simple/complex character conversion and memory plus key
⓯ Calculation data designation and memory minus key

(Keypad)



- ⑯ Backspace and recall/clear memory key
- ⑰ Space key
- ⑱ Lower case letter designation key
- ⑲ Character type designation/symbol key
- ⑳ Function key
- ㉑ Clear Entry key
- ㉒ Clear key
- ㉓ Kanji input key
- ㉔ Power OFF key
- ㉕ Power ON key
- ㉖ Search keys
- ㉗ Function selection keys
- ㉘ Cursor movement keys
- ㉙ Letter/kana conversion and letter input keys
- ㉚ Reset switch (on near of body)
- ㉛ Picture symbol and symbol keys.

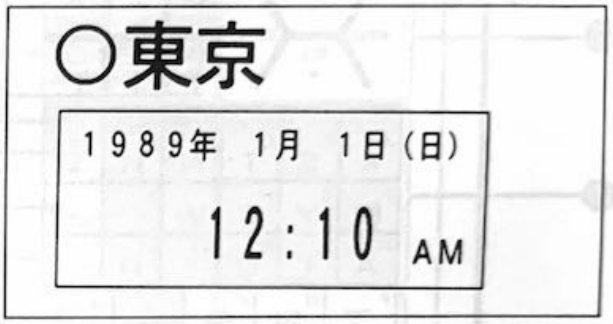
Note: In the sample operations in this manual, the symbols shown on the right side of the display screen are only those required for purposes of explanation.

2. USING THE CLOCK 時計 27 世界時計 27

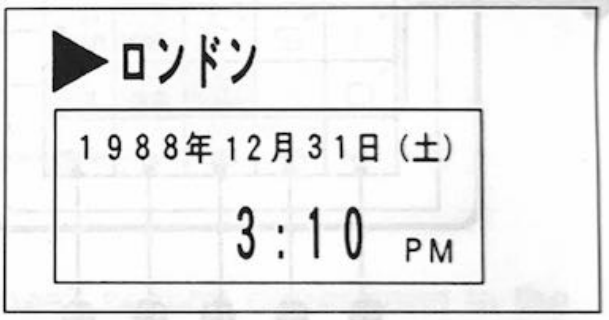
The PA-8500 Electronic Organizer is equipped with a built-in clock. The functions of this clock include viewing the day's appointments, displaying a calendar for the current month, setting the timer to ring at a certain time and so on.

Displaying the Main Clock / World Clock Times

While 時計 is pressed, the name of the city for the main clock (if you live in Japan, this would normally be Tokyo) and the current date and time will be displayed. In this case, "current" means at the moment at which 時計 was pressed.



When 世界時計 is pressed, the name of the city that has been set for the world clock, and the current date and time in that city, will be displayed. In this case, "current" means at the point at which 世界時計 was pressed.

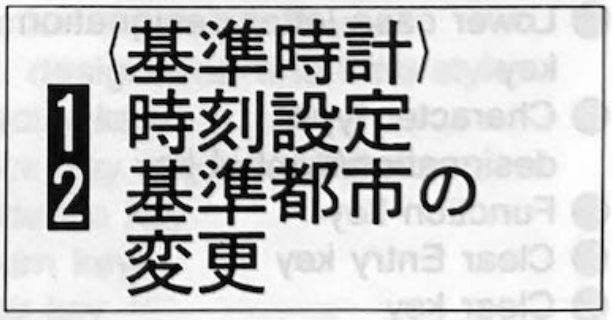


Setting the Main Clock Time

Example: Suppose you want to set the date and time to September 15, 1988, 10:30 a.m., Japanese time.

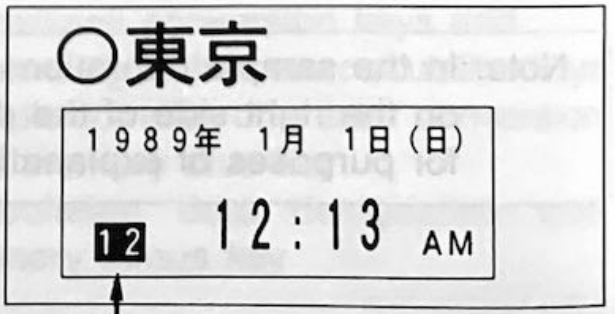
(1) Display the clock function selection screen by pressing the following keys: メモ 機能 時計

↑
For select any function other than CARD.



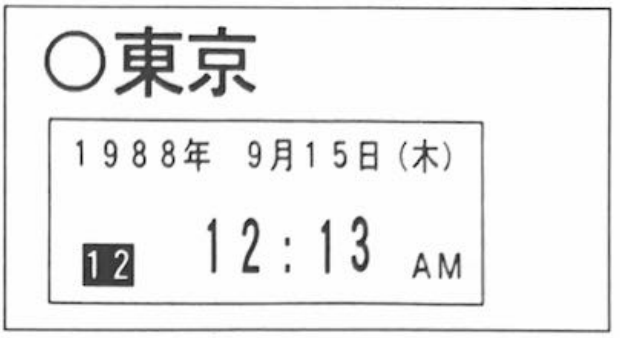
(2) Select 「1 時刻設定」

1



(this indicates that the time is set to 12 hour and not 24 hour time)

(3) Set the date by pressing [♪] and [◂削除] (7 times) and the pressing the following keys: 1988 09 15



(4) Set the time by pressing 1030 [AM].

↑

If "AM" is already displayed, there is no need to press it.

(5) Press [入力].

In order to ensure that the clock shows the correct time, you should use the "official" time signal on a television station or your local telephone time service (in Japan, this telephone service is a paid service and can be reached by dialing 117). When [入力] is pressed, the clock will begin counting from 0.

Resetting the Main Clock

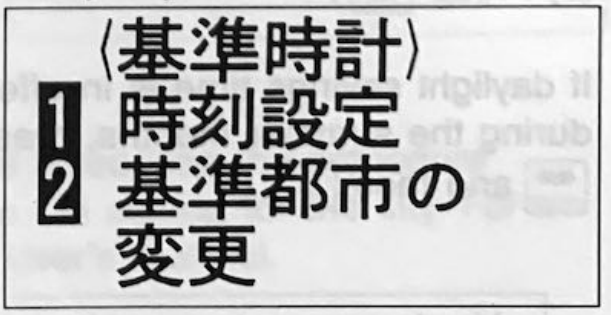
When using the Electronic Organizer in Japan, the main clock should be set to Japan time (Tokyo). When traveling or living abroad, you should change the main clock city from Tokyo to the city in your area and then adjust the time accordingly.

Example: Suppose you want to change the main clock city from Tokyo to New York and then set the time to New York time (in this example, September 14, 1988, 8:45 p.m.).

(1) Display the time function selection screen by pressing the following keys: [メモ] [機能] [時計]

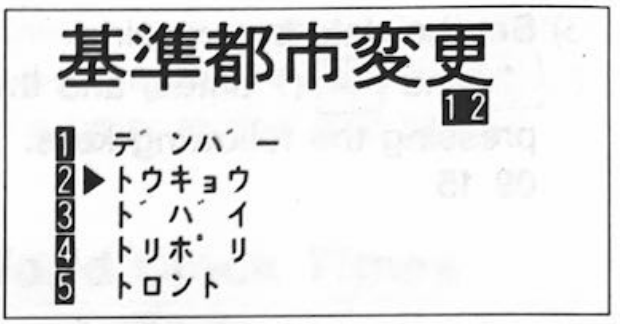
↑

For select any function other than CARD.

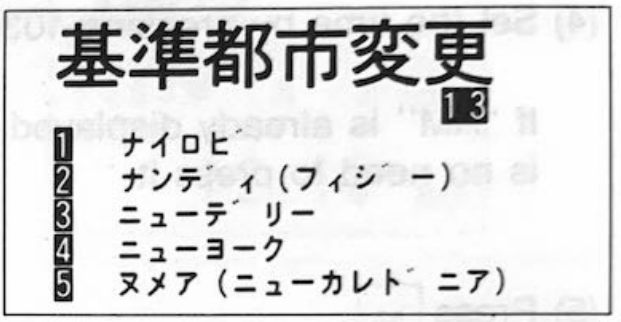


(2) Select 「2 基準都市変更」.
The mark ▶ indicates that Tokyo has been selected as the main clock city.

2

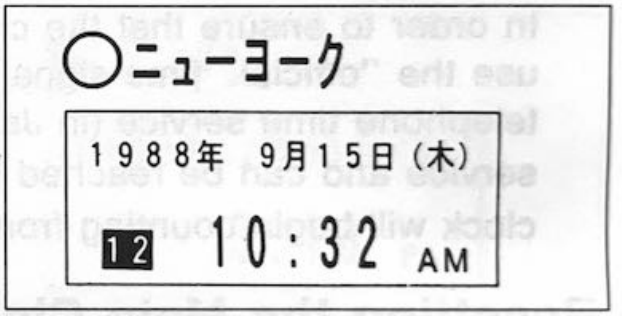


(3) Use the ▽ key to search for New York.

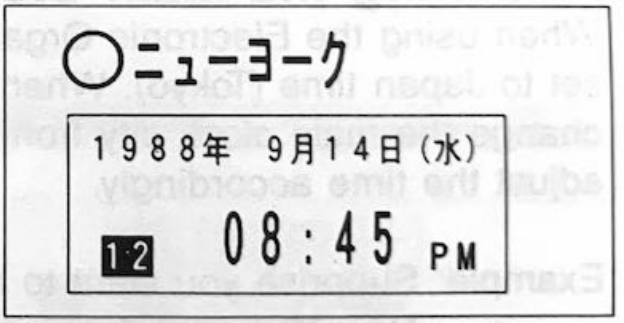


(4) Select New York.
(The main clock city has now been changed to New York.)

4

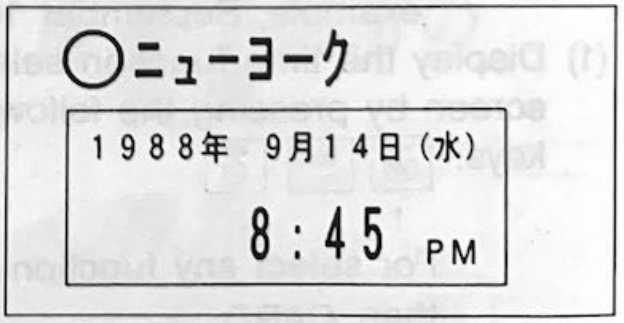


(5) Set the data and time to New York time by pressing ♪ and 削除 (7 times) and then pressing the following keys:
1988 09 14
0845 12-24 PM



(6) Press 入力 .

If daylight savings time is in effect during the summer months, press 機能 and then 入力.



You have now learned how to change the city for the main clock. For the purposes of the explanation which follows, please change the main clock city back to Tokyo and set the date and time back to Tokyo time.

Changing the World Clock in order to View the Time in Other Cities

On the Electronic Organizer, the first city in the world clock section is set to London. To view the time in another city, you should change the setting for the world clock to that city.

Example: Suppose you want to set the world clock to San Francisco.

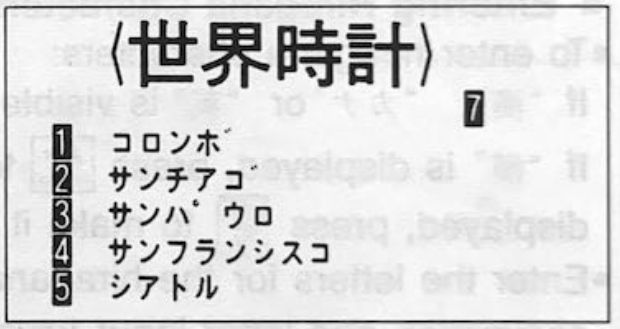
(1) Display the world time city selection screen by pressing the following keys: [メモ] [機能] [世界時計]

↑

For select any function other than CARD.

The mark ▶ indicates that the world clock has been set to London.

(2) Press the [▽] key (7 times) to search for San Francisco.

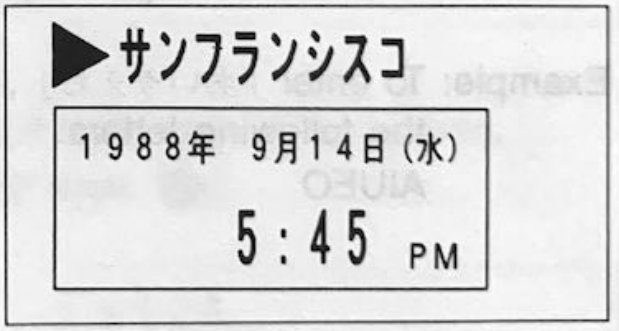


(3) Select San Francisco.

4

↑

When daylight savings time is in effect in the city that you want to select, press [機能] and then hit the number/letter key 7



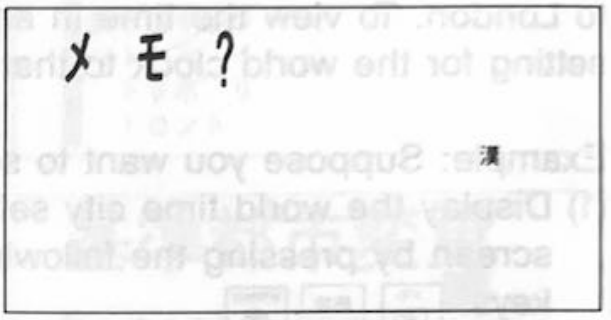
- To view the time in a number of different cities, use the procedure described above in each case to change the setting for the city. For a more detailed explanation, consult your user's manual.

3. ENTERING CHARACTERS

On the Electronic Organizer, it is possible to enter Japanese characters (kanji, hiragana and katakana), alphabet letters, numbers and symbols.

Let's practice entering characters on the MEMO function 4-line display screen. The following keys are pressed to display this screen:

メモ C



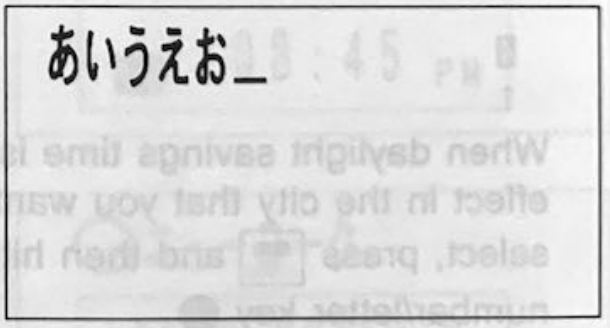
Entering Hiragana and Katakana Characters

To enter hiragana and katakana characters, enter the letters on the keypad that correspond to the sound of the hiragana / katakana character (for example, the letters "K" and "A" for the hiragana letter "か" or the katakana letter "カ").

■ Entering Hiragana Characters

- To enter hiragana characters:
  If "漢", "カナ" or "英" is visible on the right side of the screen, erase it.
  If "漢" is displayed, press 漢字 to make it disappear; if "カナ" or "英" is displayed, press 記号 カナ 英字 to make it disappear.
- Enter the letters for the hiragana characters with the letter / kana conversion and letter input keys ㉙ .

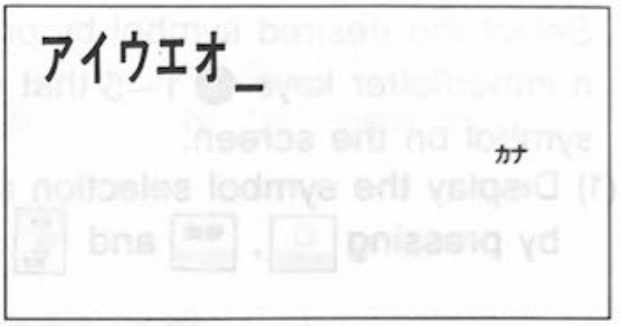
Example: To enter「あいうえお」, press the following letters:
AIUEO



■ Entering Katakana Characters

- Press [記号 カナ] to display "カナ" on the right side of the screen.
- Enter the letters for the katakana characters with the letter/kana conversion and letter input keys ㉙ .

Example: To enter「アイウエオ」, press the following letters:
[C] AIUEO

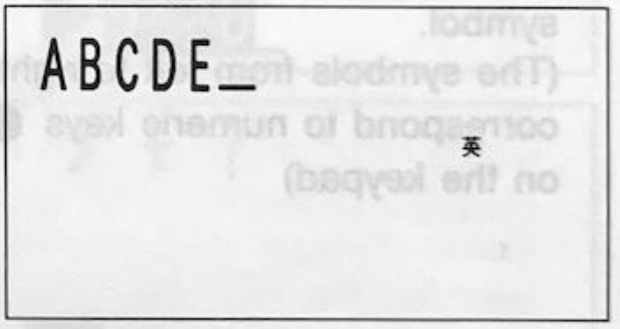


Entering Letters and Numbers

■To enter letters:

- Press [記号 カナ] to display "英" on the right side of the screen.
- Enter the letters with the number/letter keys ⑦ .

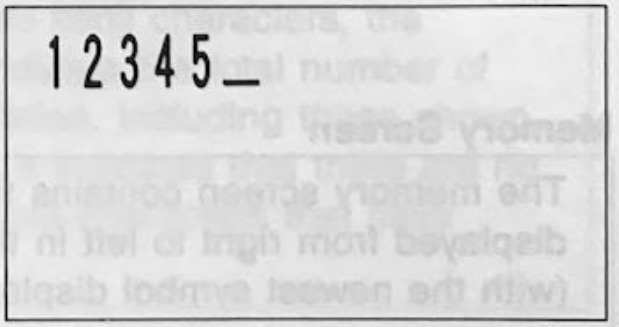
Example: To enter「ABCDE」, press the following keys:
[C]
[シークレット A K] [マーク B S] [オプション C T] [D N] [E H]



■To enter numbers:

- Use [記号 カナ] to make "英" disappear from the right side of the screen.
- Enter the numbers with the number/letter keys ⑦ .

Example: To enter「12345」, press the following keys:
[C] 12345

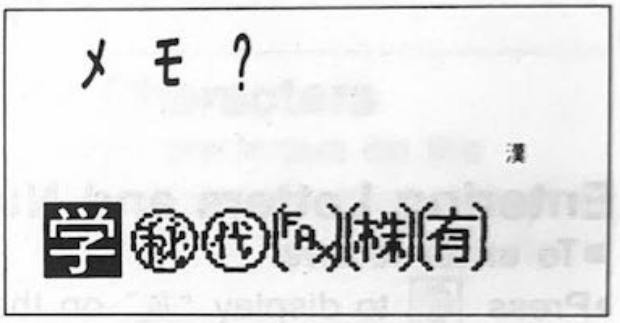


Entering Symbols and Picture Symbols

■To enter symbols:

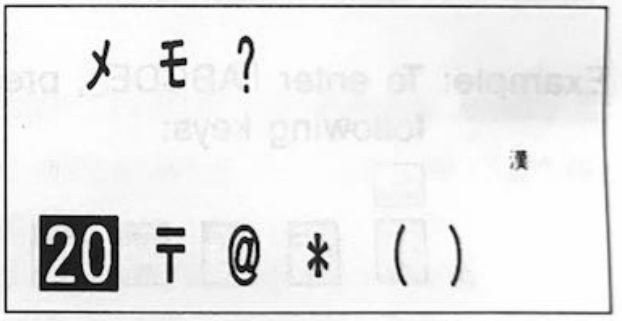
- Press [機能] and then [記号 カタカナ 英字] to display the symbol selection screen.
- Use the [♪] and [修正 ▼] keys to search for the desired symbol. Press [♪] to display the previous screen and [修正 ▼] to display the next screen. Select the desired symbol by pressing the key from among number/letter keys ⑦ 1~5 that corresponds to the position of that symbol on the screen.

(1) Display the symbol selection screen by pressing [C], [機能] and [記号 カタカナ 英字].



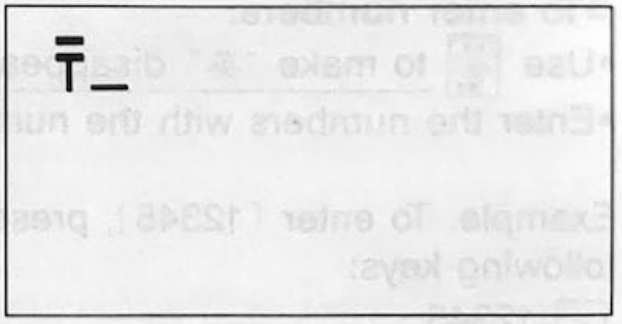
↑ Memory Screen

(2) Press [修正 ▼] to search for the desired symbol.
(The symbols from left to right will correspond to numeric keys ⑦ 1~5 on the keypad)



↑ ↑ ↑ ↑ ↑ ↑
Screen Number 1 2 3 4 5

(3) When you find the desired symbol, select it with the appropriate number/letter key ⑦.
1



Memory Screen

The memory screen contains the 5 most recently selected symbols, displayed from right to left in the order in which they were selected (with the newest symbol displayed at the left).

*In the 8-line display screen for the MEMO function, each screen will contain 10 symbols for use in the 8-line display. In this case, no memory screen is displayed.

■To enter picture symbols:

•In step (1) of the procedure for entering symbols, select [機能] and [記号 E H] instead of [機能] and [記号 カナ カナ 英字]. The rest of the procedure is the same.
Note: Picture symbols cannot be entered in the 8-line display screen.

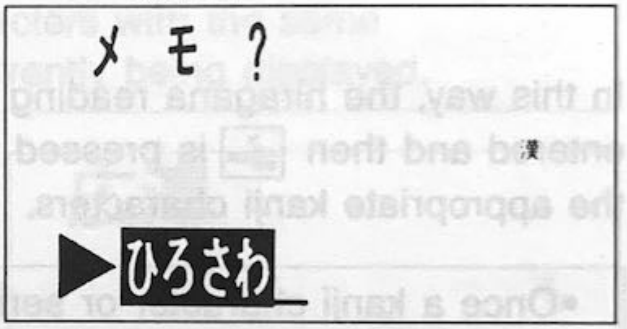
Entering Kanji Characters

•To enter kanji characters, first make sure "漢" is displayed. If it is not visible, press [漢字] to display it; if either the "カナ" or "英" symbols is visible, use [記号 カナ カナ 英字] to make it disappear.

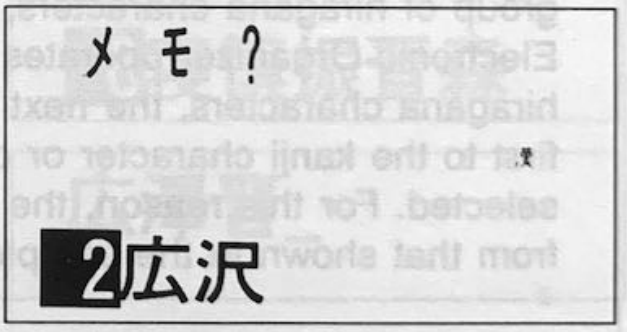
■Converting Proper Names (using [人名 地名変換]):

Example: Suppose you want to enter the name「広澤」.

(1) Enter the name in hiragana characters by pressing the following keys: [C] H I R O S A W A



(2) Press [人名 地名変換] to convert the hiragana characters into the kanji characters for that name.

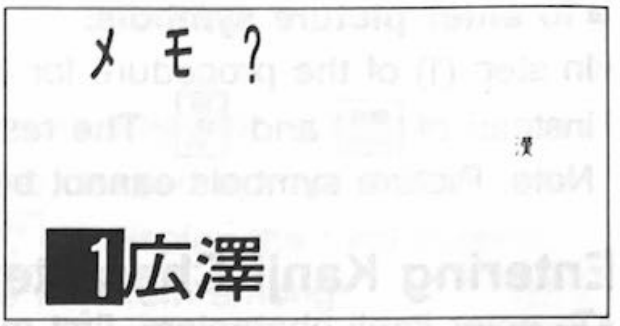


↑
Number of Choices

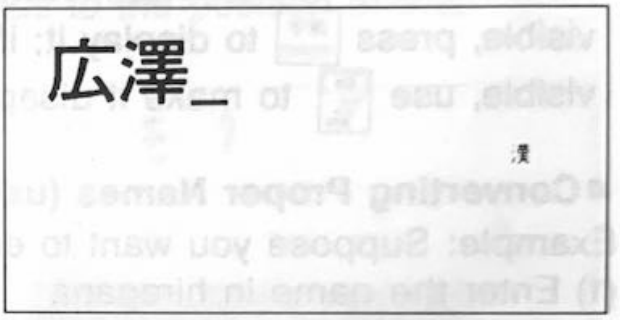
Number of Choices for Conversion

When converting hiragana characters into kanji characters, the highlighted number on the screen will indicate the total number of kanji characters with the same pronunciation, including those shown on the screen. When this number is 0, it indicates that there are no equivalent kanji characters for the hiragana characters that have been entered.

(3) Press [人名/地名変換] to search for the desired kanji characters.



(4) When you find the correct characters, press [=採用] to select them.



In this way, the hiragana reading for the desired person or place name is entered and then [人名/地名変換] is pressed to convert these hiragana characters to the appropriate kanji characters.

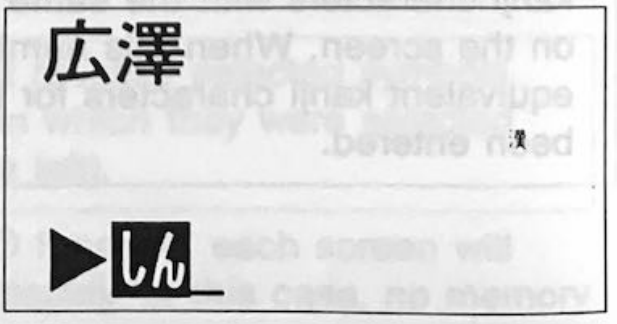
- Once a kanji character or series of characters is selected for a group of hiragana characters, the memory function on the Electronic Organizer operates in such a way that the same group of hiragana characters, the next time they are entered, are converted first to the kanji character or characters that was previously selected. For this reason, the order of kanji characters may differ from that shown in the sample display in your user's manual.

■ Kanji Character Conversion (''ON-KUN'' conversion -- converting characters one by one) Using [÷音訓変換]

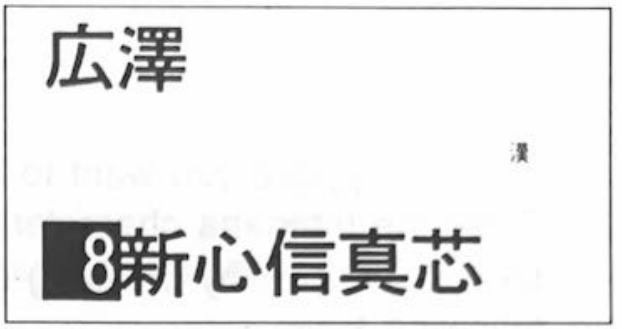
If the character that is displayed first is not the character you want, use [÷音訓変換] to change to the desired character.

Example: Suppose you want to enter these characters for the first name: 「晋一」

(1) Enter the hiragana characters 「しん」 by pressing the following keys:
SIN [J *+ .○]



(2) Press [÷] to perform ON-KUN conversion (converting characters one by one).

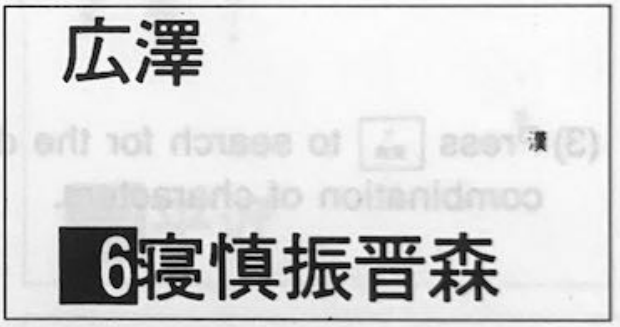


↑
Number of Screens Showing Kanji Choices

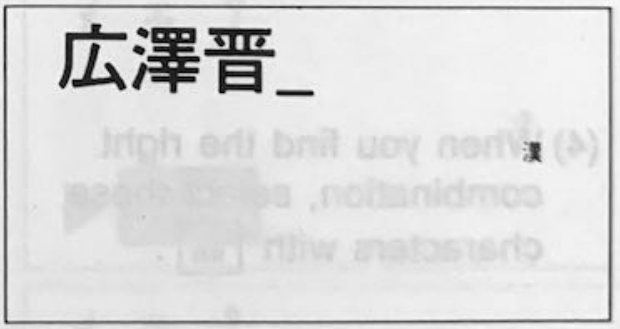
Number of Screens Showing Kanji Choices

When the [÷] key is pressed, a maximum of 5 choices (in other words, 5 kanji characters that fit that reading) will be shown on each screen. The highlighted number on the screen will indicate the total number of screens showing kanji characters with the same pronunciation, including the screen currently being displayed.

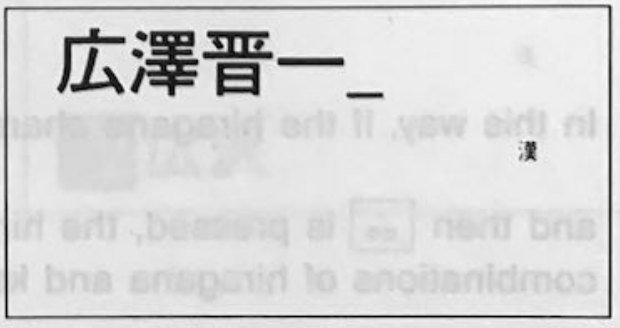
(3) Press [÷] and [÷] to search for the desired kanji character.



(4) When you find the right kanji character, select it with the corresponding number/letter key ❼ . Number/letter keys ❼ 1~5 correspond to the characters displayed from left to right on the screen. 4



(5) Now use the same method to enter 「一」. Press the following keys: I T I [÷] 1



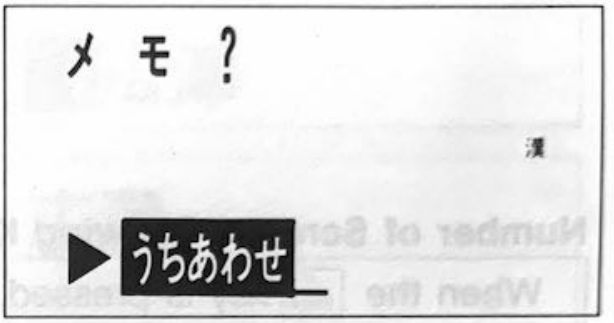
When converting kanji characters one by one in this manner, enter the "ON" (Chinese) reading or "KUN" (Japanese) reading for that character and then convert by pressing [÷].

■ Kanji Phrase Conversion (converting characters by words or phrases) Using [+ 変換]

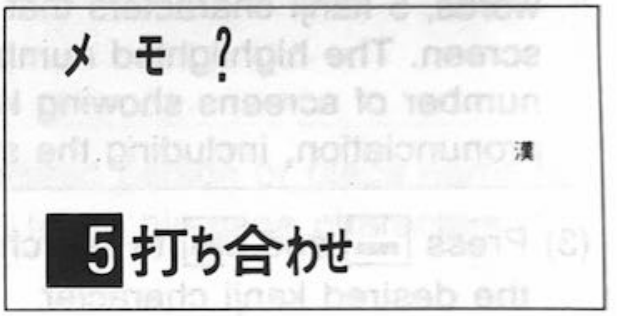
Example: Suppose you want to enter the word「打合せ」.

(1) Enter the hiragana characters for「うちあわせ」by pressing the following keys:

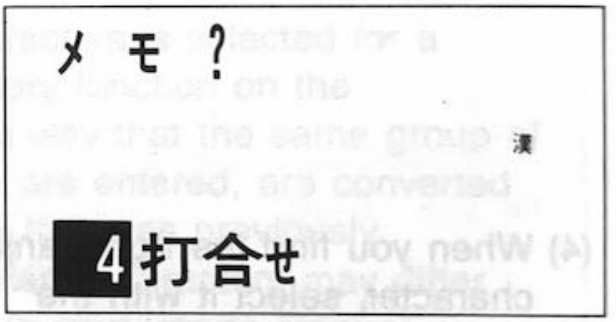
[C] UTIAWASE



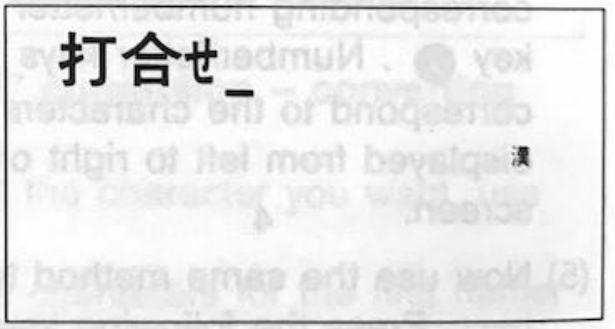
(2) Press [+ 変換] to convert these hiragana characters to a combination of hiragana and kanji characters.



(3) Press [+ 変換] to search for the desired combination of characters.



(4) When you find the right combination, select these characters with [= 採用].



In this way, if the hiragana characters for a word or phrase are entered and then [+ 変換] is pressed, the hiragana characters can be converted to combinations of hiragana and kanji characters.

■ Simple/Complex Character Conversion

It is possible to change between simplified versions and more complex versions of the same kanji character (for example, 「広」and「廣」, or「沢」and「澤」).

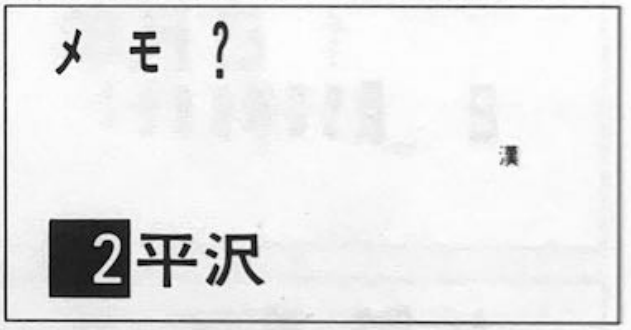
- Using the cursor movement keys [挿入▶] [◀削除] [修正▼] [▲♪] to move the cursor to the character that has already been entered (selected) and then press [M+ 異体字] to convert.

Correcting Kanji Inputs

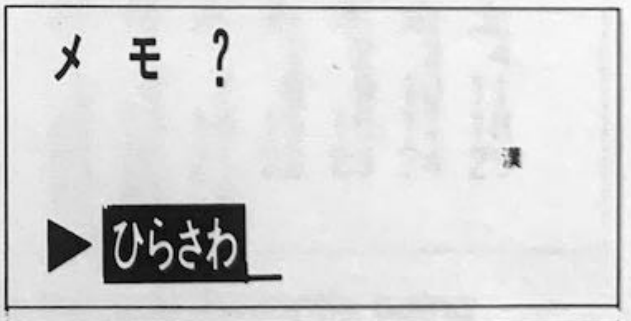
Use the [C] or [CE] key to delete characters that have been entered.

Example 1: Suppose you have already entered 「ひらさわ」and converted it to kanji characters when you discover you want to change it to「ひろさわ」. For the purposes of this example, you must first enter「ひらさわ」so you can then practice correcting it.

(1) Enter the name 「ひらさわ」by pressing [C] HIRASAWA, and then press [% 人名 地名 官職] to convert the hiragana characters to the kanji characters for that name.



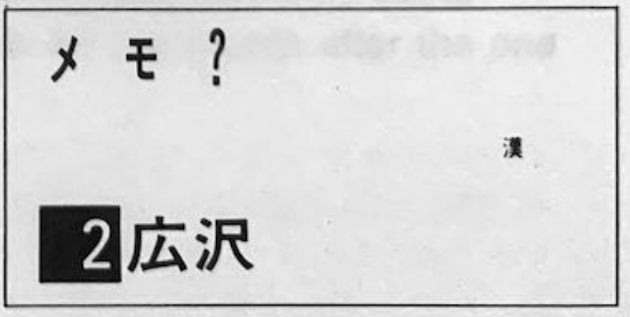
(2) Press [× 取消] to cancel the conversion.



(3) Move the cursor to the「ら」and enter the correct character, and then convert again. To do this, press the following keys:

[◀削除] [◀削除] [◀削除] RO

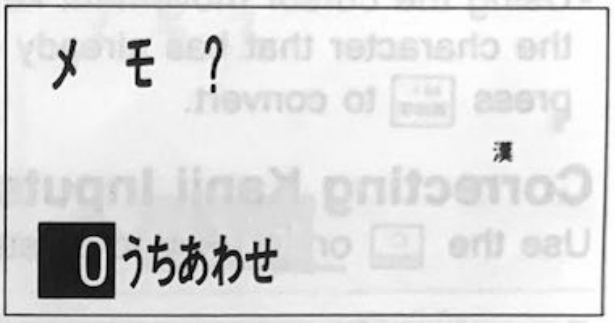
[挿入▶] [挿入▶] [% 人名 地名 官職]



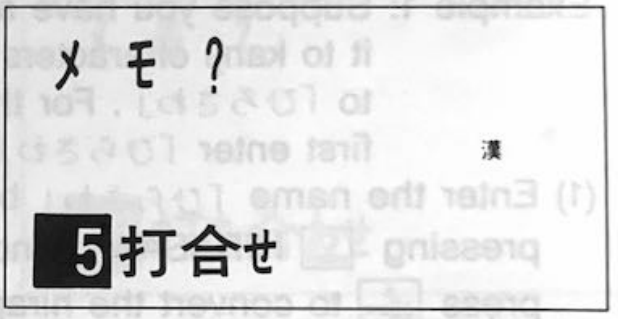
Example 2: Suppose you have entered 「うちあわせ」 and then pressed the 漢字 key by mistake. For the purposes of this example, you must first enter 「うちあわせ」 so you can then practice correcting it. Press the following keys:

C UTIAWASE

漢字



To correct the mistake, simply press the correct key 変換.



4. CALENDAR FUNCTION カレンダー 27

With the calendar function on the Electronic Organizer, it is possible to call up and display monthly calendars from January of 1901 to December of 2099.

Example: Suppose you want to display the calendar for the month of February, 1989.

(1) Press カレンダー to set the unit to the calendar function. The calendar for the month set in the main clock time will be displayed.

```
**  1988年  9月 **
日 月 火 水 木 金 土
                1  2  3
 4  5  6  7  8  9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30
```

(2) Enter the date of the calendar desired by pressing the following keys:
C C 198902

```
年月日 ?
1989年02月_ 日
```

(3) Press カレンダー to call up the calendar for that date.

```
**  1989年  2月 **
日 月 火 水 木 金 土
          1  2  3  4
 5  6  7  8  9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28
```

•To view the calendar for the month before the one currently being displayed, press △. To view the calendar for the month after the one currently being displayed, press ▽.

Highlight Function

It is possible to highlight holidays and other special days in calendars.

- To highlight a special day on the calendar, use the [挿入▶], [◀削除], [修正▼] and [♪] keys to select that day. When that day begins flashing, press [入力].
- To cancel the highlight effect, use the [挿入▶], [◀削除], [修正▼] and [♪] keys to select that day. When that day begins flashing, press [入力].
- To call up a month with a highlighted day, press either [機能] and [▽] or [機能] and [△].

Quick Day Count Function

This function makes it possible to quickly count the number of days from the day set in the main clock time (today) to a specified day in the future.

Example: Suppose you want to count how many days there are between today (for this example, September 15, 1988) and November 8, 1988.

(1) Use the [カレンダー] and [▽] [▽] [修正▼] [修正▼] keys to select November 8, 1988; this date will begin flashing on and off.

```
**  1988年 11月 **
日 月 火 水 木 金 土
          1  2  3  4  5
 6  7  8  9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30
```

(2) Press [アラーム 日数] to count how many days there are from the current day until November 8 , 1988.

↑

While this key is pressed down, the screen will show the two dates and the number of days between them.

```
1988年 9月15日~
1988年11月 8日
までの日数は
      54日
```

Setting an Appointment

There are two ways to set an appointment. You can either call up the date with the calendar function and then enter the appointment, or you can designate the date directly and call it up to enter the appointment.

■ Calling Up the Date with the Calendar Function and Entering the Appointment

Example: Suppose you want to enter the following appointment:

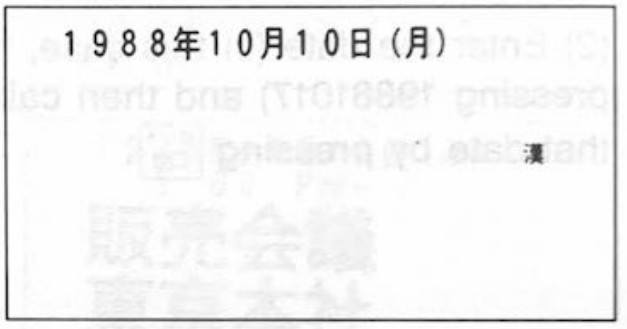
「１９８８年１０月１０日　午後３時
販売会議　東京本社　集会室」

(1) Use the following keys to call up October 10, 1988 from the calendar:

カレンダー

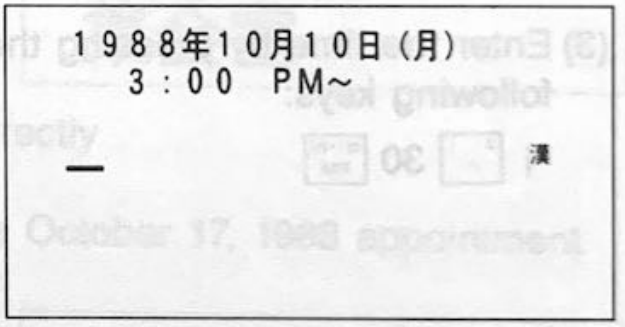
▽ 挿入▶ 挿入▶ 挿入▶ 修正▼

スケジュール



(2) Enter the time by pressing the following keys:

3 [Z - :] 00 [12→24 PM]



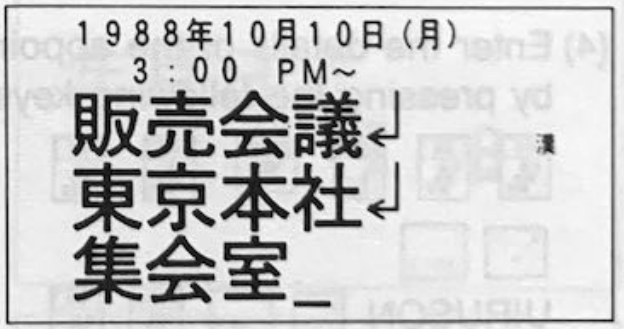
(3) Enter the details of the appointment by pressing the following keys:

HAN [J ゛ ゜] HA [J ゛ ゜] I

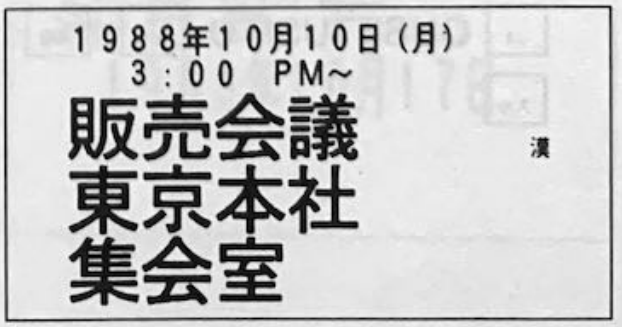
[+ 変換] [= 採用] KAIKI [J ゛ ゜] [+ 変換] [= 採用] [↵]

TOUKYOU [% 人名/地名変換] [= 採用] HONSYA [+ 変換]

[= 採用] [↵] SYUUKAISITU [+ 変換] [= 採用]



(4) Record the appointment by pressing [入力].



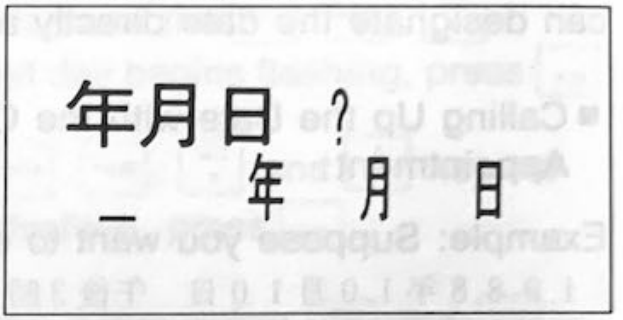
■ Designating and Calling Up a Day Directly to Enter an Appointment

Example: Suppose you want to enter the following appointment:

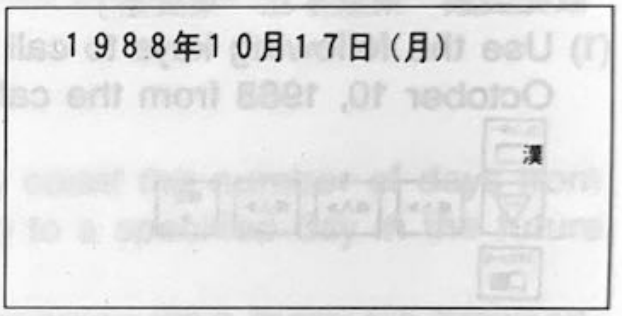
「１９８８年１０月１７日　午後１時３０分
　ＤＲ．ウイルソン　来社　応接室」

(1) Press the following keys to display the date input screen:

[スケジュール] [C] [C]

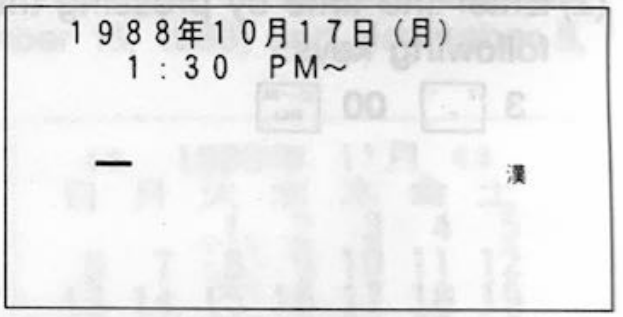


(2) Enter the date (in this case, by pressing 19881017) and then call up that date by pressing [スケジュール].



(3) Enter the time by pressing the following keys:

1 [Z :] 30 [12↔24 PM]



(4) Enter the details of the appointment by pressing the following keys:

[記号 カナ カナ 英字] [記号 カナ カナ 英字] [特殊機能 D N] [R 9] [記号 カナ カナ 英字] [記号 カナ カナ 英字]

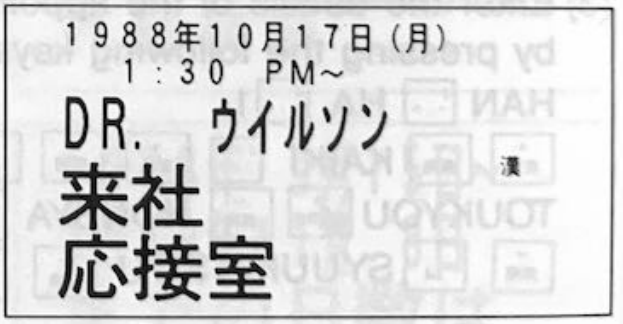
[Z :] [スペース]

UIRUSON [J] [↵] [記号 カナ カナ 英字] [記号 カナ カナ 英字]

RAISYA [+ 変換] [= 採用]

[↵] OUSETUSITU [+ 変換] [= 採用]

[入力]

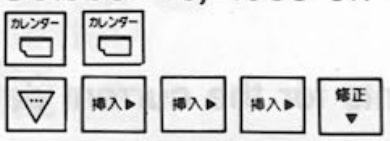


Recalling an Appointment

■ Designating the Date on the Calendar and then Recalling It

Example: Suppose you want to call up the October 10, 1988 appointment that you set in the first example in this chapter.

(1) Press the following keys to select October 10, 1988 on the calendar:



That date will begin flashing on and off.

```
**  1988年 10月 **
日 月 火 水 木 金 土
                1
 2  3  4  5  6  7  8
 9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31
```

(2) Call up the appointment by pressing .

```
1988年10月10日(月)
   3:00 PM~
販売会議
東京本社
集会室
```

■ Recalling the Day by Designating it Directly

Example: Suppose you want to recall the October 17, 1988 appointment that was set in the last section.

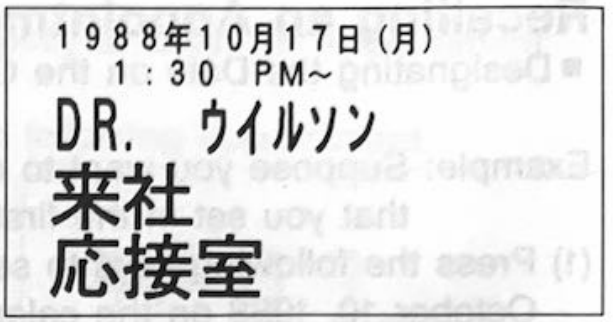
(1) Press the following keys to display the date input screen:

```
年月日 ?
  年  月  日
_
```

(2) Enter the date (in this case, by pressing 19881017).

```
年月日 ?
1988年10月17日
```

(3) Recall the appointment by pressing [スケジュール].



■ Recalling the Appointments for Today
Press [スケジュール] either once or twice. The appointments for the current date set on the main clock will appear.

■ Recalling Appointments with the Schedule Function
With the schedule function, press [▽] to display the next appointment and [△] to display the previous appointment.

■ Recalling Appointments by Entering the First Few Characters
Enter the first few characters (of the details of the appointment) and then press either the [▽] or [△] key.

■ Recalling an Appointment with a Specific Character or Characters
Enter a specific character or characters, such as「会議」or「来社」, and then press either the [機能] and [▽] or [機能] and [△] keys. The appointment containing the designated character(s) will be displayed.

■ Recalling Only Days with Appointments
With the schedule function, press either the [機能] and [△] keys or the [機能] and [▽] keys again and again to display all of the days with appointments.

Changing Appointments

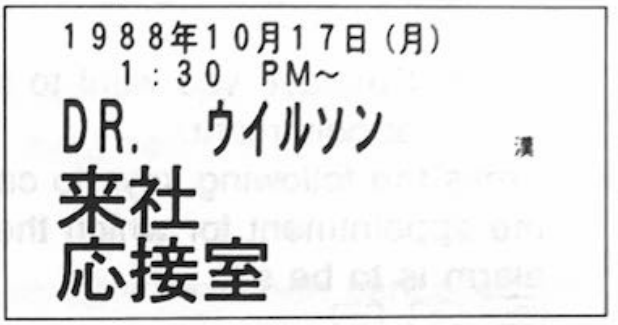
Example: Suppose you want to change the appointment set for October 17 at 1:30 p.m. to October 18 at 2:00 p.m.

(1) Press the following keys to call up the appointment to be changed:

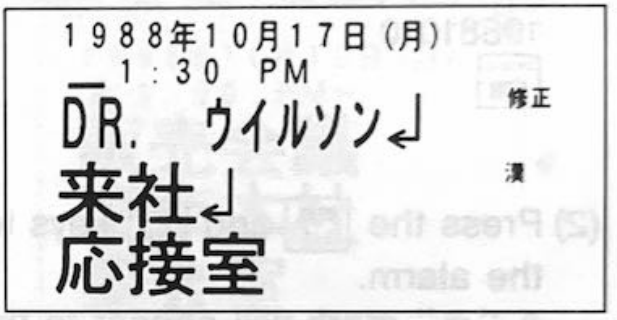
[スケジュール] [C] [C]

19881017

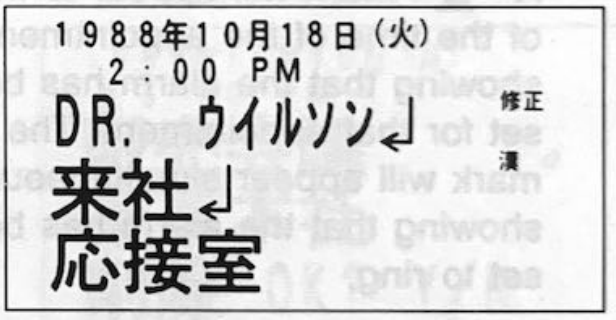
[スケジュール]



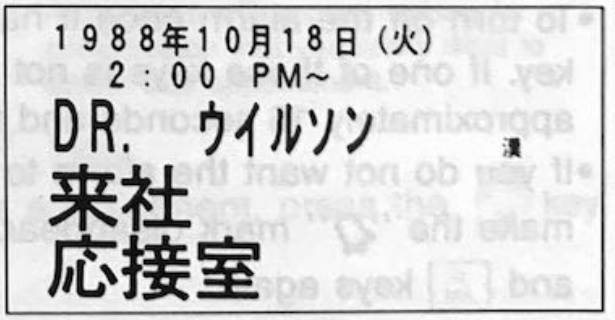
(2) Display the correction screen by pressing [機能] and [修正▼].



(3) Change the date from the 17th to the 18th by pressing [♪] and 8, and then change the time from 1:30 p.m. to 2:00 p.m. by pressing [修正▼], [挿入▶] and 20.



(4) Record the appointment by pressing [入力].

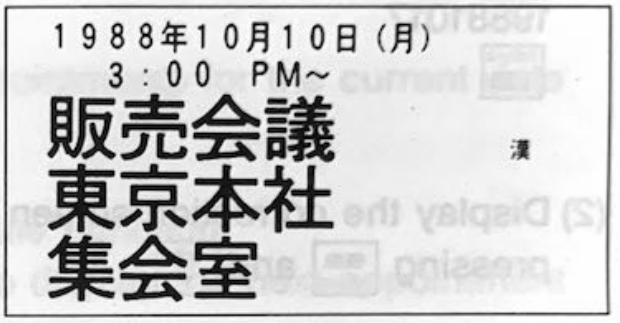


Setting the Alarm

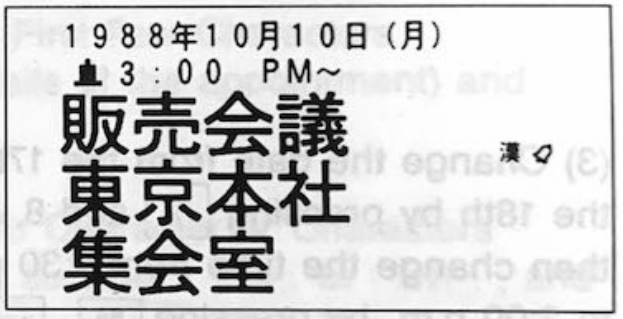
When the alarm function is set for an appointment, the alarm on the Electronic Organizer will ring at the time of that appointment. The alarm can be set to ring for up to 20 appointments.

Example: Suppose you want to set the alarm to ring for the October 10 appointment.

(1) Press the following keys to call up the appointment for which the alarm is to be set:
[スケジュール] [C] [C]
19881010
[スケジュール]



(2) Press the [機能] and [アラーム 日数] keys to set the alarm.
A "🔔" mark will appear to the left of the time of the appointment, showing that the alarm has been set for that appointment. The "🔔" mark will appear simultaneously, showing that the alarm has been set to ring.



- To turn off the alarm once it has started ringing, press the [C] or [CE] key. If one of these keys is not pressed, the alarm will ring for approximately 16 seconds and then shut off automatically.
- If you do not want the alarm to ring, press the [機能] and [AM] keys to make the "🔔" mark disappear. To display the "🔔" mark, press the [機能] and [AM] keys again.
- It is not possible to set the alarm for a time earlier than the current time (in other words, for a time in the past). If this is attempted, the following message will be displayed: アラームが過去になっています。

- When this happens, press the [C] or [CE] key to delete that alarm time and then reset the time for the alarm.

Setting the Alarm to Ring a Few Minutes Before an Appointment (Setting the Warning Bell)

(1) Press [機能] and [特殊機能 D N] and then 6 to display the time input screen.

(2) Enter a time several (up to 60) minutes before the time of the appointment and then press [入力].

- If 0 (0 minutes) is entered, the alarm will ring at the time of the appointment (in other words, the warning bell will be cancelled).

Deleting an Appointment

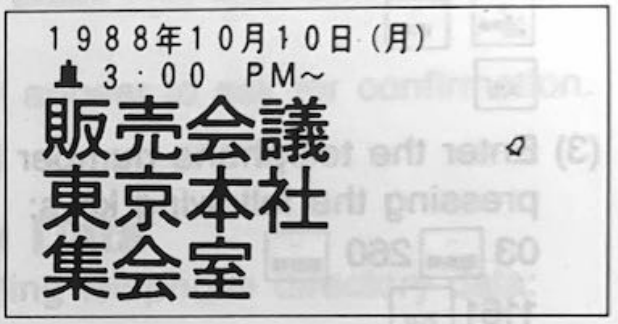
Example: Suppose the October 10 appointment has been cancelled and you want to delete the appointment on the Electronic Organizer.

(1) Press the following keys to call up the appointment to be deleted:

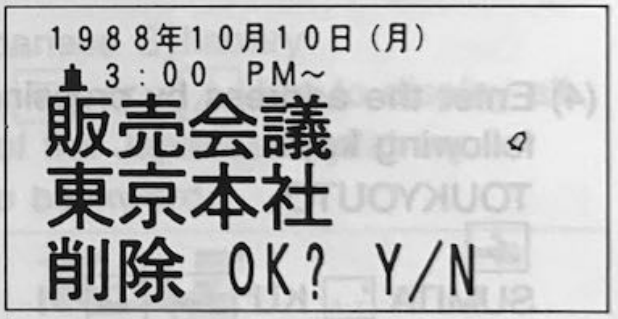
[スケジュール] [C] [C]

19881010

[スケジュール]



(2) Press [機能] and [◂削除] to display the delete screen.



A message will appear, asking for confirmation that you really want to delete that appointment.

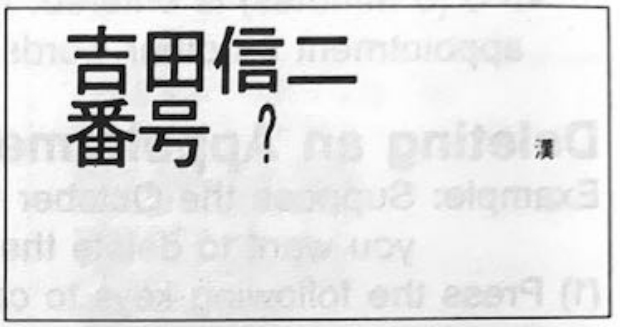
- To delete the appointment, press the [G Y] key.
- To cancel this operation and retain the appointment, press the [特殊機能 D N] key.

Recording Telephone Directory Data

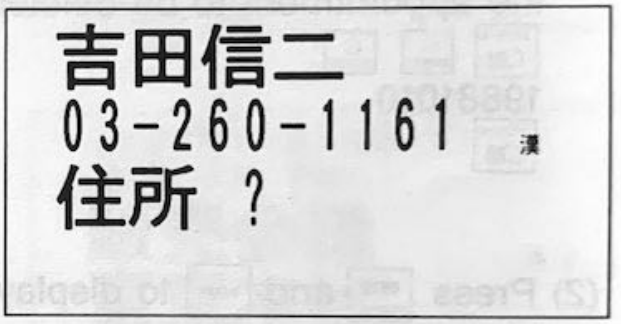
Example: Suppose you want to enter and record the following name, phone number and address:「吉田信二　０３－２６０－１１６１
東京都墨田区石原２丁目１２」

(1) Select the telephone directory function by pressing 電話帳.

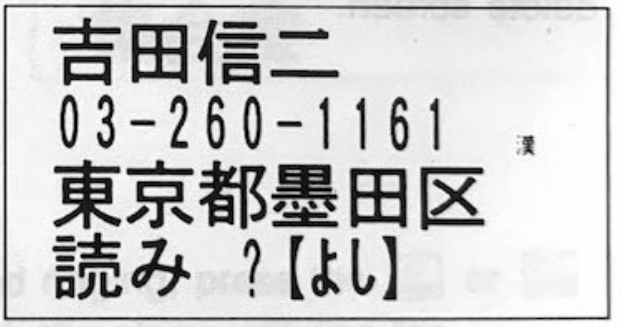
(2) Enter the name by pressing the following keys:
YOSITA [J ゃ.ょ]
[% 人名 地名 変換] [= 採用]
SINSI [J ゃ.ょ]
[% 人名 地名 変換] [= 採用]
[入力]



(3) Enter the telephone number by pressing the following keys:
03 [－ 前候補] 260 [－ 前候補]
1161 [入力]



(4) Enter the address by pressing the following keys:
TOUKYOUTO
[% 人名 地名 変換]
SUMITA [J ゃ.ょ] KU [% 人名 地名 変換] [= 採用]
ISIHARA [% 人名 地名 変換] [= 採用]
2TYO UME [+ 変換] [= 採用] 12 [入力]



(5)「読み」will be displayed, asking for confirmation that the first two characters for the name are correct. If they are correct, press [入力] to record the data. Once the telephone directory data is recorded, it is sorted and stored in the order of the Japanese syllabary of the readings for the kanji characters.

- If the first two characters displayed for the name are not the correct ones when the「読み」message appears, the data may not be recorded in the correct Japanese syllabary order.

Example: This time, suppose you want to record the following name and telephone number: 「高山昇　０３－６２４－７４７５」

(6) Enter the name and telephone number by pressing the following keys:
TAKAYAMA [人名/地名変換] [=採用]
NOHO [。] RU
[人名/地名変換] [=採用] [入力]
03 [－前候補] 624 [－前候補] 7475 [入力]

(7) When not entering an address, simply press [入力] after entering the name and telephone number.
(8) As in the previous example, 「読み」will appear to ask for confirmation. Press [入力] again to record the data.

Recalling Telephone Directory Data

There are four different methods for recalling telephone directory data:

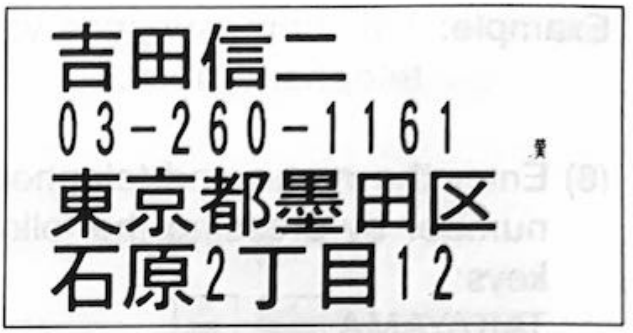
(A) Recalling Data Using the Order of Japanese Syllabary
Press the [電話] key and then press the [▽] or [△] key to display all of the names in succession, in order of the Japanese syllabary. Press [▽] to go forward and [△] to go backward.

[電話] [▽]

The first data in Japanese syllabary is recalled.

(B) Recalling Data by Entering the Reading for the Name
Press [電話] and then enter the reading for the name and then press the [▽] key.

Example: To call up the name and telephone number for 「吉田信二」, press the following keys:
[電話] YOSI [▽]

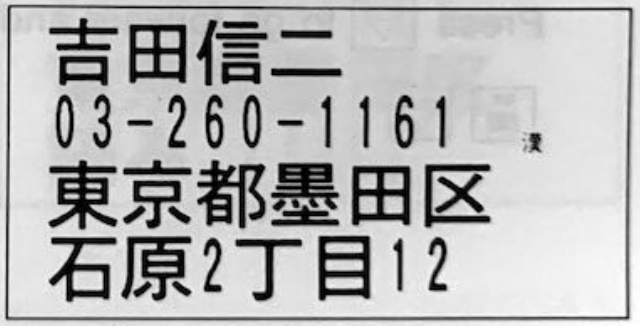


(C) Recalling Data by Entering the First Character(s) of the Name
Press [電話] and then enter the first character or the first few characters of the name, and then press the [▽] key.

Example: To call up the name and telephone number for a name beginning with the character 「高」, press the following keys:
[電話] TAKA
[÷音調変換] 1 [▽]

(D) Recalling Data by Entering Other Characters
Data can also be recalled by entering other characters besides the first character(s) of the name. This is accomplished by pressing the [機能] and [▽] keys.

Example: To call up telephone directory data that includes 「東京」, press the following keys:
TOUKYOU [%人名/地名変換] [機能] [▽]



Deleting Telephone Directory Data

Example: Suppose you want to delete the data for「高山昇」.

(1) Press the letters TAKA and ▽ to call up the data to be deleted.

(2) Press 機能 and ◂削除 to display the delete screen.

A message will appea, asking for confirmation that you really want to delete the data.

- To delete the data, press the G Y key.
- To cancel the operation and retain the data, press the 特殊機能 D N key.

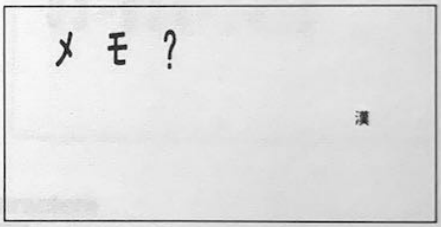
Recording Memo Data

There are two screens used for memo data, a 4-line screen and an 8-line screen which can contain more data. The [メモ] key is used to change the screen type.
There are also two methods of entering memo data, depending on whether or not a classification code is used.

■ Recording Memo Data Without a Classification Code

Example: Suppose you want to record the following driver's license number:「運転免許証　番号　　1 6 7 1 0 5 7 4 1 1 1 0」

(1) Press [メモ] to display the 4-line memo function screen.
If the message メ モ ? on the screen is shown in small letters, press the [メモ] key again.



(2) Enter the data to be recorded by pressing the following keys:
UNTEN [+変換] [=採用]
MENKYOSYOU [+変換] [=採用] [↵]
HA [゛゜] NKO [゛゜] U
[+変換] [=採用] [↵]
167105741110

(3) Press [入力] to record the data.

■ Recording Memo Data With a Classification Code

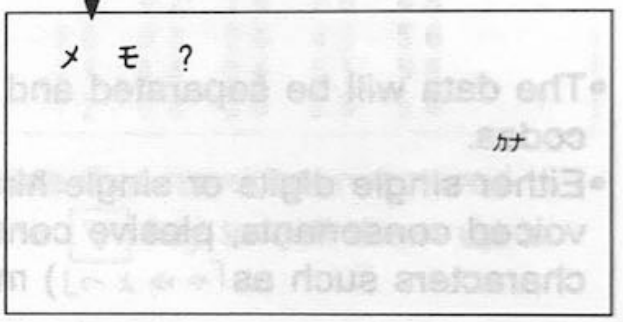
Example: Suppose you want to enter the following timetable data under the classification code 9.

ジコクヒョウ
トウキョウーシンオオサカ

7:00	15	32	50
8:05	18	28	48
9:02	16	26	46
10:08	26	42	56
11:14	34	51	58
12:06	25	38	54

(1) Press [C] and [メモ] to display the 8-line memo function screen.

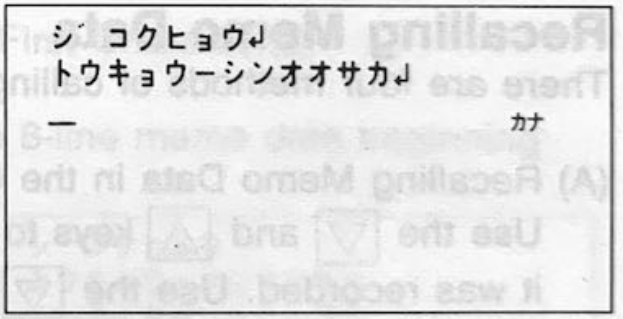
Small "ｽﾓ ?" letters

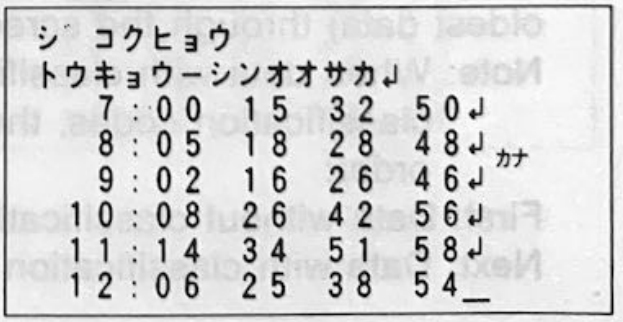


(2) Enter the data to be recorded by pressing the following keys:

SI [゛゜] KOKUHYOU [↵]
TOUKYOU [前機種] SIN [゛゜]
OOSAKA [↵]

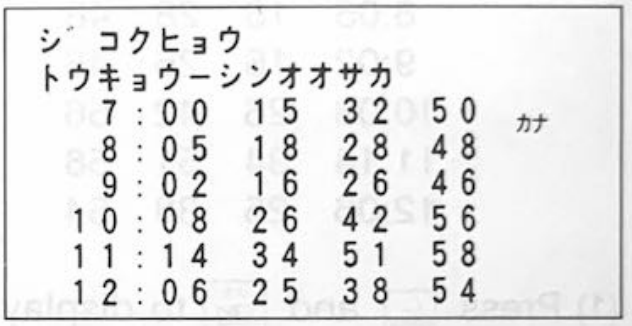
[スペース] [スペース] 7 [機能] [記号 カナ 英字] 8 00
[スペース] 15 [スペース] 32 [スペース] 50 [↵] [スペース] [スペース] 8 [機能]
[記号 カナ 英字] 8 05 [スペース] 18 [スペース] 28 [スペース] 48 [↵]
[スペース] [スペース] 9 [機能] [記号 カナ 英字] 8 02 [スペース] 16 [スペース] 26
[スペース] 46 [↵] [スペース] 10 [機能] [記号 カナ 英字] 8 08 [スペース]
26 [スペース] 42 [スペース] 56 [↵] [スペース] 11 [機能] [記号 カナ 英字] 8
14 [スペース] 34 [スペース] 51 [スペース] 58 [↵] [スペース] 12 [機能]
[記号 カナ 英字] 8 06 [スペース] 25 [スペース] 38 [スペース] 54





(3) Enter the classification code by pressing [機能] and [入力] and then the appropriate number (in this case, 9).

(4) Press [入力] to record the data.



- The data will be separated and stored in the order of the classification codes.
- Either single digits or single hiragana characters (with the exception of voiced consonants, plosive consonants and small intermediate characters such as「ゃゆょっ」) may be used as classification codes.

Recalling Memo Data

There are four methods of calling up memo data that has been recorded:

(A) Recalling Memo Data in the Order in Which It Was Recorded

Use the [▽] and [△] keys to call up memo data in the order in which it was recorded. Use the [▽] key to move forward (from oldest to newest data) and the [△] key to move backward (from newest to oldest data) through the screens of recorded memo data.

Note: When data with classification codes is mixed with data without classification codes, the data will be displayed in the following order:

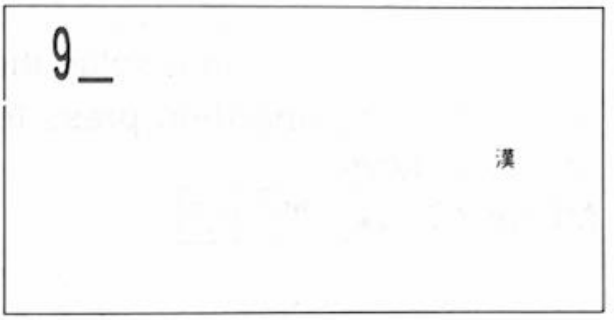
First: Data without classification codes (in order from oldest to newest)
Next: Data with classification codes (in order of classification codes)

(B) Recalling Memo Data by Entering the Classification Code

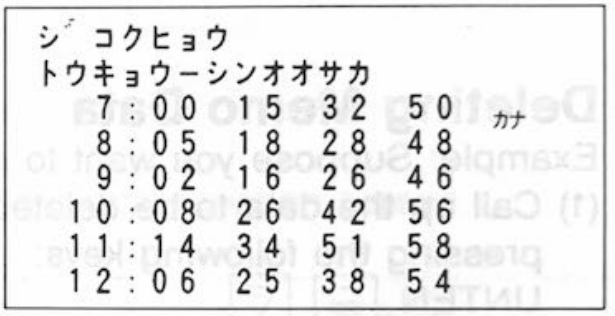
With the 4-line memo screen displayed, enter the classification code and press [▽].

Example: Suppose you want to call up the data entered under classification code 9.

(1) Press [メモ] and [C] to display the 4-line memo screen and then enter the appropriate code number (in this case, 9).



(2) Call up the data by pressing [▽].

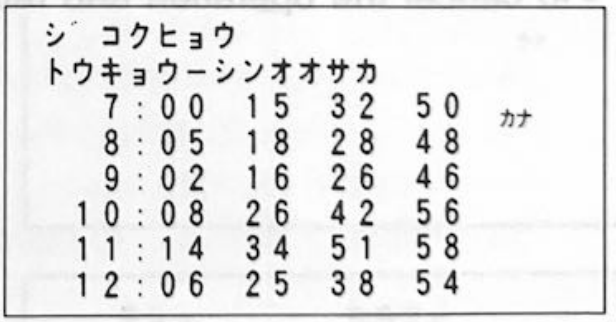


•When there are two or more screens of data that have been entered under the same classification code, use the [▽] key to call them up in sequence.

(C) Recalling Memo Data by Entering the First Character(s)

Example: Suppose you want to call up the 8-line memo data beginning with the word「ジコク」.

Press [C] and [メモ] to display the 8-line memo screen, and then press the following keys:
SI [J] KOKU [▽]



(D) Recalling Memo Data by Entering Other Characters

Example: Suppose you want to call up the data containing the word「免許」.

Press [メモ] and [C] to display the 4-line memo screen, and then press the following keys:

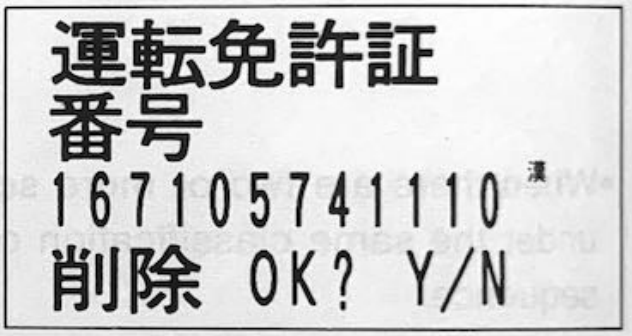
MENKYO [+ 変換] [機能] [▽]

Deleting Memo Data

Example: Suppose you want to delete the data for「運転免許証」.

(1) Call up the data to be deleted by pressing the following keys:
UNTEN [+ 変換] [▽]

(2) Press [機能] and [◄削除] to display the delete screen.



A message will appear, asking for confirmation that you really want to delete that data.

- To delete the data, press the [G Y] key.
- To cancel the operation and retain the data, press the [D N] key.

8. DATA MEMO CALCULATION

It is possible to perform calculations on the Electronic Organizer by recording the data for calculation in the 8-line screen of the memo mode and using this data to perform the calculations.

Entering Calculation Data

Example: Suppose you want to enter the table of prices shown at right.

キシュ	カカク
PA－160	3500エン
PA－170	3500エン
PA－6000	12800エン
PA－6500	17800エン
PA－7000	19800エン

(1) Press [メモ] and [メモ] to display the 8-line memo function screen.

(2) Enter the item name by pressing the following keys:
[スペース] (twice)
KISYU
[スペース] (5 times)
KAKAKU [↵]

```
    キシュ          カカク↵
—
                          カナ
```

(3) Enter the model name by pressing the following keys:
[記号 カナ カナ 英字] [P 7] [シークレット A K] [− 前機種]
[記号 カナ カナ 英字] 160 [スペース]

```
    キシュ          カカク↵
PA－160 —
                          カナ
```

(4) Press the [M− 計算データ] key and then enter the price by pressing the following keys:
[スペース] 3500EN
[. , o] [↵]

```
    キシュ          カカク↵
PA－160 ▶ 3500エン↵
—                         カナ
```

Numbers preceded by a ▶ mark will be used in data memo calculations.

(5) Enter the rest of the data by pressing the following keys:

[記号 カナ カナ 英字] [P 7] [シースルー A K] [− 前候補] [記号 カナ カナ 英字] 170 [スペース] [M− 計算データ] [スペース]
3500EN [J %.0] [↵]

[記号 カナ カナ 英字] [P 7] [シースルー A K] [− 前候補] [記号 カナ カナ 英字] 6000 [M− 計算データ] 12800EN [J %.0] [↵]

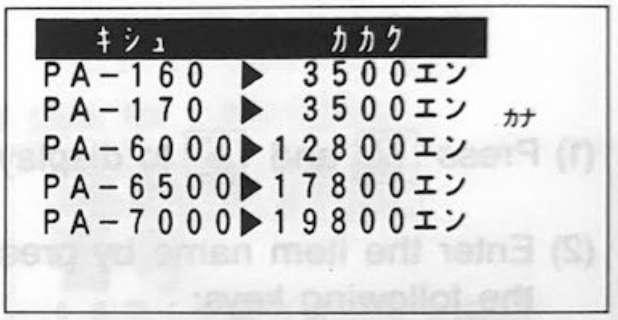
[記号 カナ カナ 英字] [P 7] [シースルー A K] [− 前候補] [記号 カナ カナ 英字] 6500 [M− 計算データ] 17800EN [J %.0] [↵]

[記号 カナ カナ 英字] [P 7] [シースルー A K] [− 前候補] [記号 カナ カナ 英字] 7000 [M− 計算データ] 19800EN [J %.0] [入力]

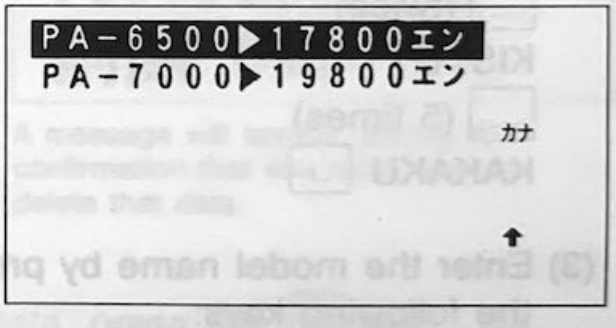
Performing Data Memo Calculations

Example: Suppose you want to calculate the price of six PA-6500 models.

(1) First press [C] and [メモ] to display the 8-line memo screen and then call up the data and select the data memo calculation function by pressing the following keys:
KISYU [機能] [▽] [M− 計算データ]



(2) Use the [修正 ▼] [修正 ▼] [修正 ▼] [修正 ▼] keys to select and highlight the data to be calculated.



(3) Press either the addition, [+ 変換] subtraction, [− 前候補] multiplication [× 取消] or division [÷ 音訳変換] key to select the type of calculation (in this case, [× 取消]). Then press 6 and [= 採用] to calculate.

Note: When there is no number to the right of the ▶ mark, an error will occur.

9. CALCULATION FUNCTION

Press [計算] to select the calculation function.

[計算]

```
＊ 計算 ＊

                0.
```

With this function, the Electronic Organizer can be used in the same manner as a regular pocket calculator.

Example: Suppose you want to perform the following calculation:
「(123+456)×789=456831」

Press the following keys:
123 [+ 変換] 456 [× 取消] 789 [= 採用]

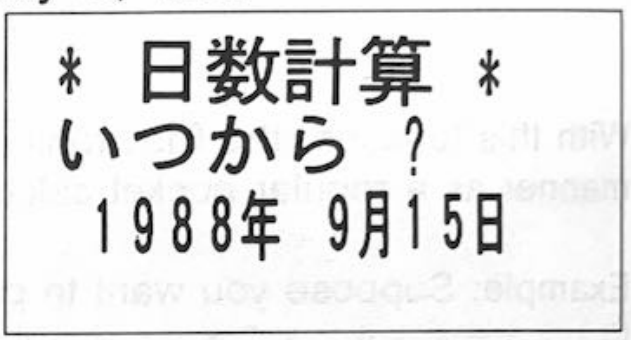
```
＊ 計算 ＊

           456831.
```

10. CALCULATING THE NUMBER OF DAYS

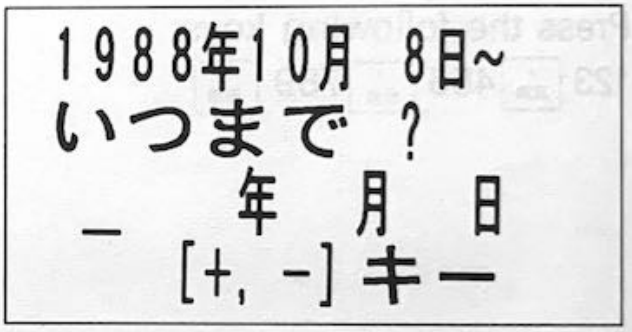
If the [機能] and [計算] keys are pressed, the date input screen will be displayed. This screen can be used to enter dates and number of days and perform calculations with these figures.

Example: Suppose you want to find out how many days there are between October 8, 1988 and May 15, 1989.

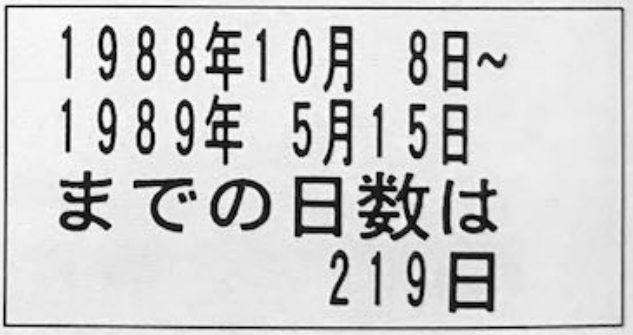
(1) Press the [機能] and [計算] keys to display the date input screen. Initially, the date set in the main clock time will be displayed.



(2) Enter the start date by pressing the following keys:
[C] 19881008 [入力]



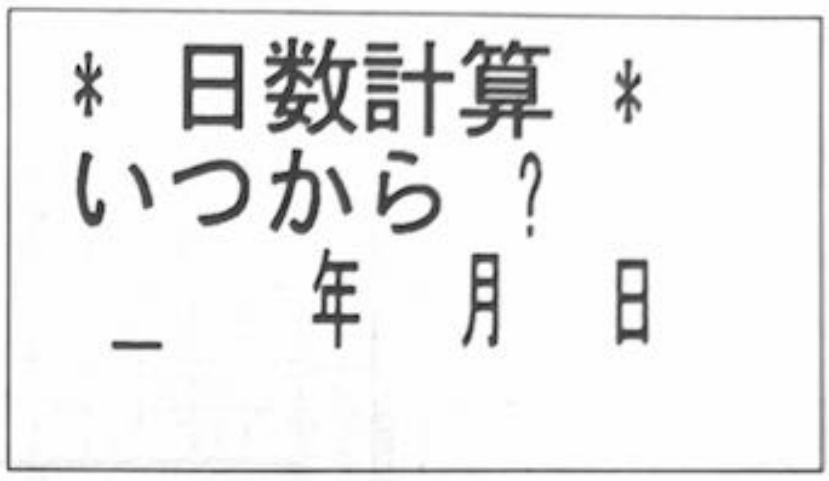
(3) Enter the end date by pressing the following keys:
19890515 [入力]



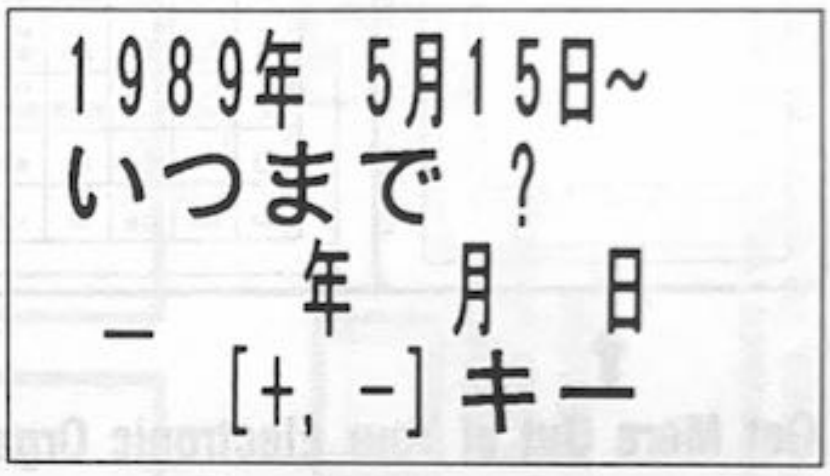
Note: The method used is simple subtraction, so the start date is not included in the calculation. In other words, the number of days from January 1 to 2 would be 1 day, not 2 days.

Example: As a continuation of the previous example, find the date that is 75 days before May 15, 1989.

(4) Press [C] to return to the date input screen.

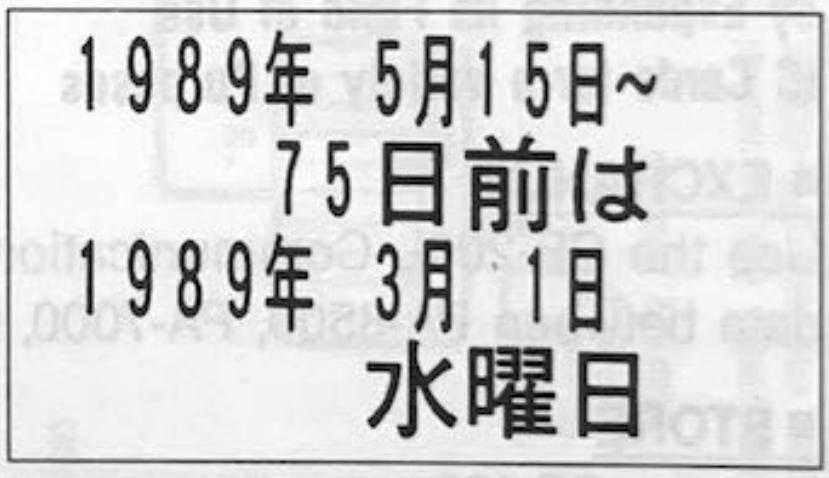


(5) Enter the first date by pressing the following keys:
19890515 [入力]



(6) Enter "75 days before" by pressing [－ 前候補] and the number 75, and then calculate by pressing the [入力] key.

Note: To find the date that is 75 days after May 15, 1989, press the [＋ 変換] key instead of the [－ 前候補] key at this point.

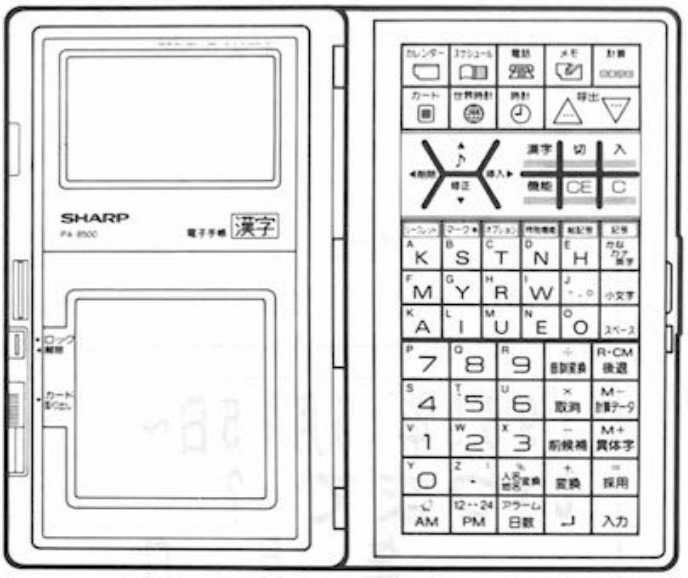


•After performing the calculations, press [CE] to return to the subsequent date input screen. To return to the previous date input screen, press [C].

11. PERIPHERAL UNITS

A Variety of Peripheral Units to Expand the Horizon of the PA-8500

▼Large 4-line Display



Get More Out of Your Electronic Organizer by Expanding its Field of Use
IC Cards for a Variety of Purposes

■ PRINT

Connect the Electronic Organizer to the CE-60P Handy Printer (list price ¥26,000) to print address, memo and appointment schedule data directly onto postcards and notebooks. For details, see page 41.

■ COMBINE

Use the PA-7C10 telephone directory / address directory card (list price ¥10,000) to utilize data in common with the WV-500 Note Word Processor (list price ¥138,000).

■ EXCHANGE

Use the CE-200L Communication Cable (list price ¥2,500) to exchange data between PA-8500, PA-7000, PA-6500 and PA-6000.

■ STORE

Use the CE-152 cassette tape recorder (list price ¥19,800) to store master data and connect to the CE-50P printer to store data that has been printed out (list price ¥19,800).

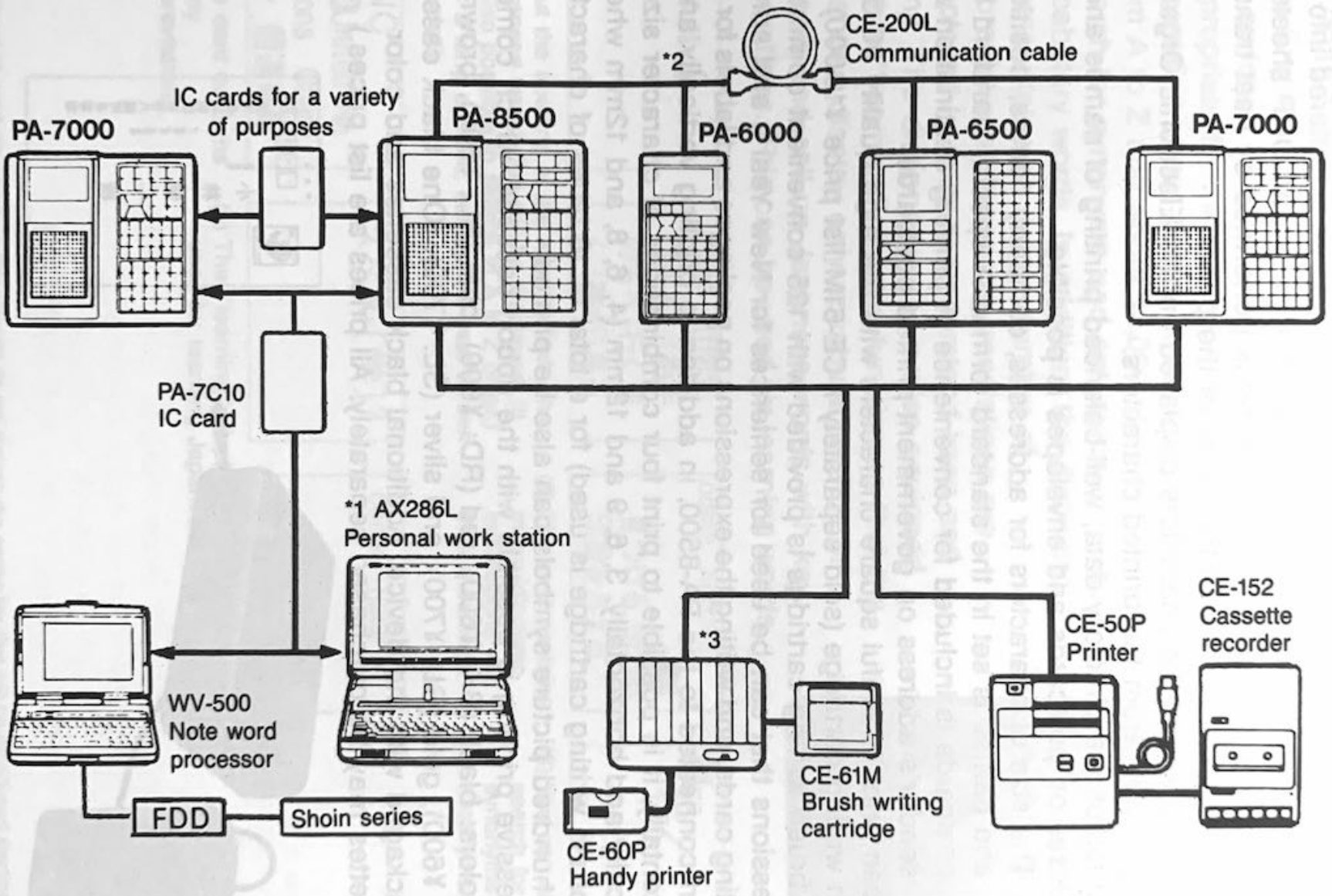
■ EXPAND

Get powerful support both at home and office with 12 different types of IC cards. For details, see pages 42-45.

- New IC cards that support the 4-line display on the PA-8500 are now available.
  - The PA-7C40 English-Japanese dictionary card (list price ¥16,000) contains approximately 40,000 words and is equivalent to any non-electronic dictionary. For details, see page 42.
  - The PA-7C41 Japanese dictionary card (list price ¥16,000) is the first electronic dictionary that includes both meanings and examples of use. For details, see page 43.

*The prices of all products shown in this manual do not include the excise tax that will be introduced starting April 1, 1989.

■ System Diagram



*1 An IC card interface is required for data exchange with AX personal computers (expected date of sale: February, 1989).
*2 Communication between any Electronic Organizer models (PA-8500, PA-7000, PA-6500, or PA-6000) is possible.
*3 Connection with PA-7000, PA-6500 and PA-6000 is possible with some limitations.

(1) CE-60P Handy Printer (list price ¥26,000)

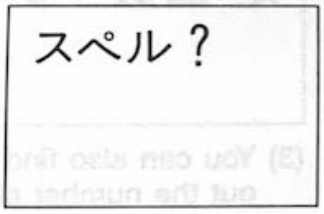
- Print address, memo and schedule data that has been entered into the PA-8500 Electronic Organizer on postcards, note paper, OHP sheets and a variety of other types of paper. Printing is performed by heat transfer independent of the size and thickness of the paper.
  Note: the shape of the characters displayed on the Electronic Organizer will differ from the printed characters.
- Using telephone directory data, well-balanced printing of names and addresses on postcards and envelopes is possible.
  Note: The size of characters for addresses, company names, positions and names is set in the standard format. A special standard for postcards is included for convenience in printing destination and sender's address on government-printed postcards.
- You can print beautiful square characters with the high quality 96 dot brush writing cartridge (sold separately / CE-61M list price ¥16,000) (The brush writing cartridge is provided with 125 convenient common expressions that can be used for sentences for New Year's and summer greeting cards, and writing the expressions on packages and labels for gifts.)
- When connected to the PA-8500, in addition to printing vertically and horizontally, it is possible to print four combinations of character sizes, vertically and horizontally, 3, 6, 9 and 12mm (4, 6, 8, and 12mm when the brush writing cartridge is used) for a total of 16 types of characters. One hundred picture symbols can also be printed.
- Impressive printing is possible with the ribbon cassette, which comes in six colors: black (BK: ¥600), red (RD: ¥600), blue (BL: ¥600), brown (BR: ¥600), gold (GL: ¥700), and silver (SL: ¥700). (One black cassette is packaged with the device. Additional black cassettes and color cassettes may be purchased separately. All prices are list prices.)

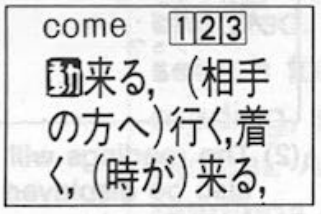
*The prices of all products shown in this manual do not include the excise tax that will be introduced starting April 1, 1989.

(2) Application IC Cards

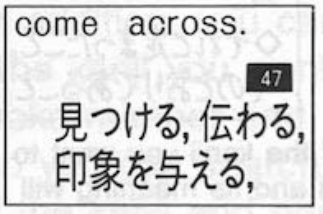
a. PA-7C40 English - Japanese Dictionary Card (list price ¥16,000)

The English - Japanese Dictionary Card boast an enriched number of recorded words appropriate for the international businessman. It contains about 28,000 vocabulary words from A to Z and about 12,000 idioms. You can search for synonyms and antonyms from the vocabulary words. In addition, the dictionary also contains an ample number of abbreviations. Japanese translations are displayed in easy to understand kana and kanji. The dictionary card is also equipped with a "learning" display function so that the user can display only vocabulary words or idioms and call up Japanese words with key operations. This can be used for learning words.





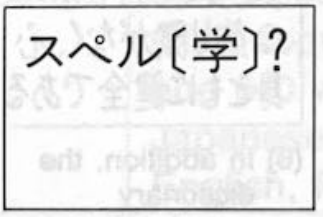
(1) Input the spelling of the word to find. The Japanese translation will be displayed. (It is also possible to search in A to Z order.) (For a long content, call up the next screen in order.)

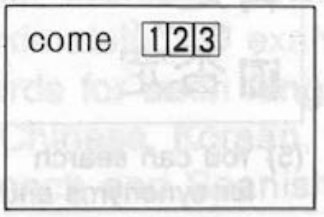


(2) The card contains many idiomatic expressions and their meanings.

(3) You can also search for synonyms and antonyms.

(4) The card contains many abbreviations.





(5) The "learning" display function can be used for learning Japanese.

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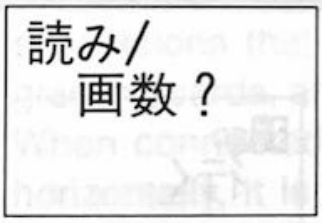
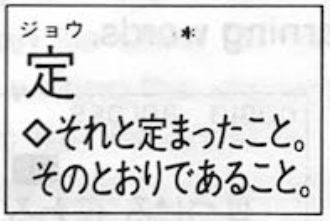
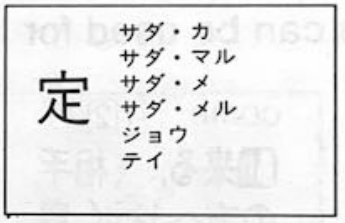
b. Japanese Dictionary Card PA-7C41 (list price ¥16,000)

The contents of the conventional electronic kanji dictionary card (PA-7C2) has been enriched. It contains about 40,000 vocabulary words. When the reading is entered, the kanji and, of course, its meaning, usage, synonyms, and antonyms can be successively displayed. A kanji search can be performed quickly using the ON (Chinese) or KUN (Japanese) reading, total stroke number, or radical.

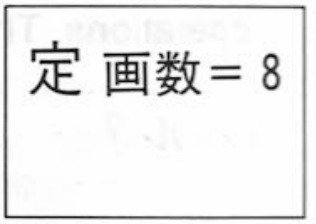


(1) Enter the reading of the kanji you want to search for. The kanji and its meaning will be displayed.

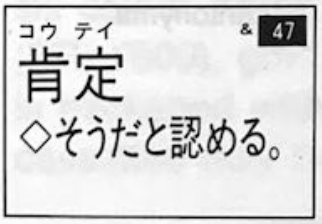




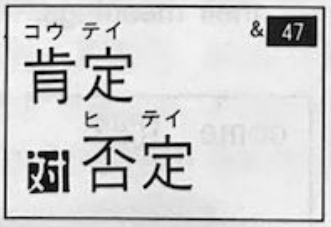
(2) The readings will also be displayed in a easy to understand manner.



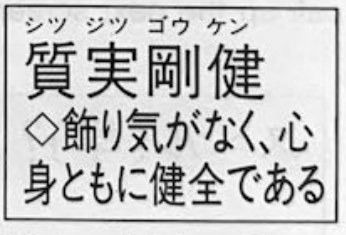
(3) You can also find out the number of strokes.



(4) Idioms and their meanings can be displayed.



(5) You can search for synonyms and antonyms.



(6) In addition, the dictionary contains a variety of four-character idioms.

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c. Other IC Cards

Name	Description	List price
Electronic Translator English/Japanese Japanese/English Card PA-7C1.	This card contains about 12,000 English and about 15,800 Japanese words and phrases. You can search for a word you want using both English to Japanese and Japanese to English. About 300 conversational sentences have been recorded, classified in 15 situations, such as transportation, hotels, etc., so that they can be easily used.	¥7,000
Electronic Kanji Dictionary Card PA-7C2	This card contains about 34,000 entries. If the reading of the kanji is entered, it is immediately converted into kanji and can be checked. In addition, you can search for the kanji you want by reading, stroke number and radical. Also you can search other readings of the kanji and phrases that use that kanji.	¥10,000
Electronic Translator "6 Language Conversation" Card PA-7C3	Contains convenient conversational word and sentences for overseas travel. (Has approximately 350 examples and 610 words for each language: Japanese, Chinese, Korean, English, French and Spanish.)	¥7,000
Electronic Translator "7 Language Conversation" Card PA-7C6	Contains conversational words and phrases for European travel. (Has approximately 350 sentences and 610 words for each language: Japanese, English, French, German, Italian, Spanish, and Russian.)	¥7,000

*The prices of all products shown in this manual do not include the excise tax that will be introduced starting April 1, 1989.

Name	Description	List price
Telephone Directory Card PA-7C10	Has expanded the memory capacity to fully utilize the telephone directory.	¥10,000
Sales Control Card PA-7C11	Records price and performance tables that are a must for the white color worker.	¥10,000
Scientific Calculator Card PA-7C12	Has the built-in functions and scientific constants that engineers have been waiting for.	¥7,000
Lyrics card PA-7C4	Contains approximately 500 favorite Japanese melodies and hit songs.	¥10,000
"Shichuusuimei" card PA-7C5	Tell how you will get along with someone, etc.	¥7,000
City guide "Tokyo" PA-7C8	Contains information on Tokyo City such as gourmet restaurants and bars.	¥7,000

*The prices of all products shown in this manual do not include the excise tax that will be introduced starting April 1, 1989.

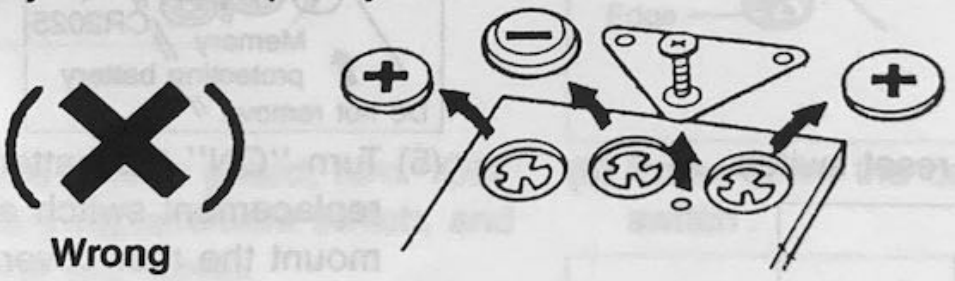
Appendix 1 Replacing Batteries

The PA-8500 uses two lithium batteries (CR2025) for operations and one lithium battery (CR1616) for memory protection.
If the PA-8500 is used when the batteries are worn out, the contents of memory may be lost. Be sure to record important data on paper, etc.

Cautions when replacing batteries

1. Be sure to turn off the power by pressing the key before replacing the batteries.

2. Do not remove the operating battery and the memory protecting battery at the same time. If both are removed simultaneously, the contents of memory will be completely lost.



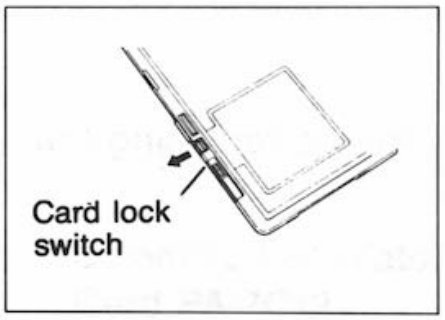
3. When replacing the memory protecting battery, check that the operating battery has not been used up. When the operating battery is run down, replace the memory protecting battery after first replacing the operating battery.

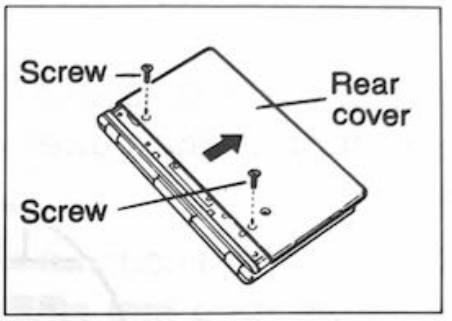
Replacement period

Operating battery: Replace the battery when the display becomes weak and difficult to read even when the contrast of the display is adjusted so that it is strong.
Memory protecting battery: Replace once every two years.
The label on the back of the product shows the date the batteries were installed and should serve as a guide to replacement.

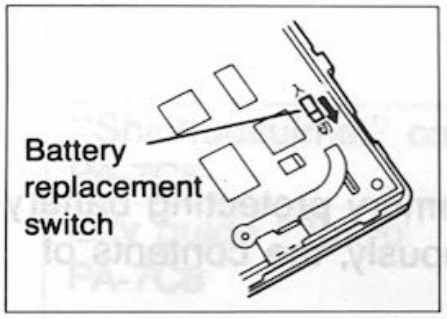
Replacing the operating battery

(1) Press the [ ] key. Release the card lock switch by pulling out. Remove the rear cover.

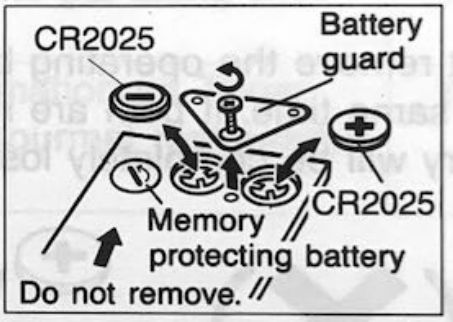




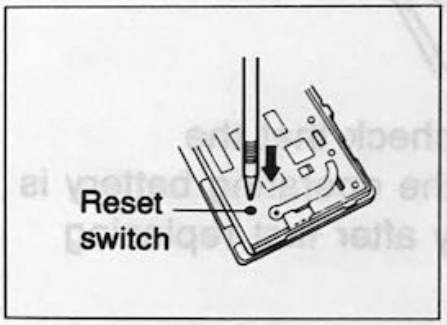
(2) Turn "OFF" the battery replacement switch.



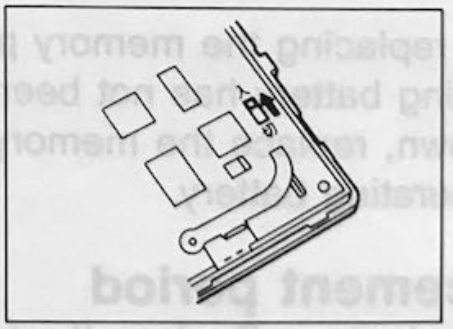
(3) Remove the battery guard and take out the run down battery. Put in a new battery (CR2025). Mount the battery guard.



(4) Press the reset switch.

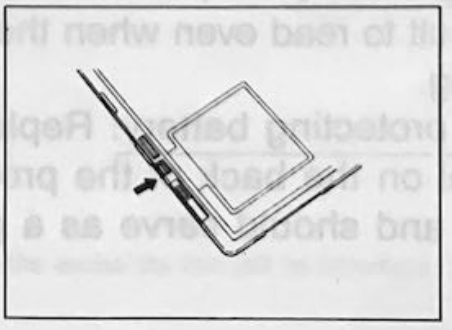


(5) Turn "ON" the battery replacement switch and mount the rear cover.



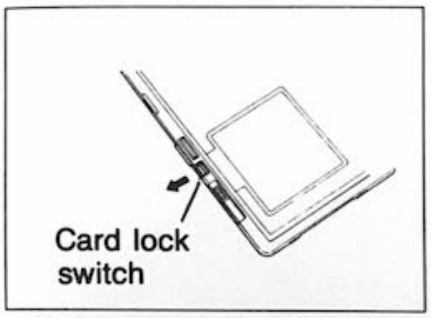
(6) Press down the card lock switch. Check that the power is on by pressing the [ ] key.

(7) The clock must be adjusted again after replacing the battery (see pages 3 and 4).

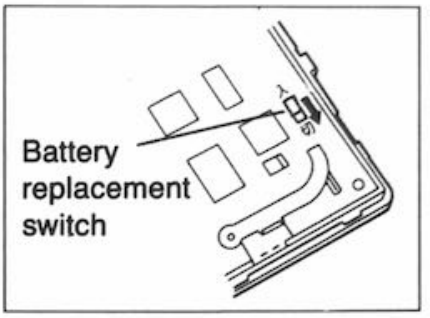


Replacing the memory protecting battery

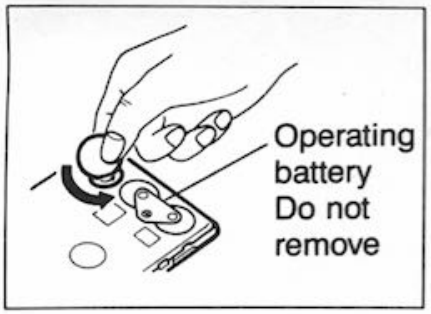
(1) Press the [⏏] key. Release the card lock switch by pulling out. Remove the rear cover.



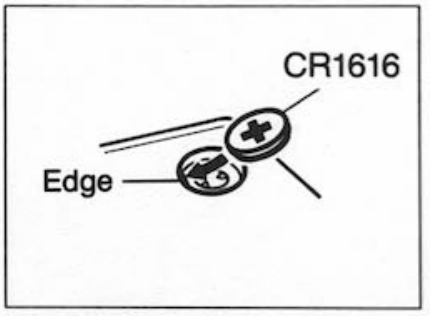
(2) Turn "OFF" the battery replacement switch.



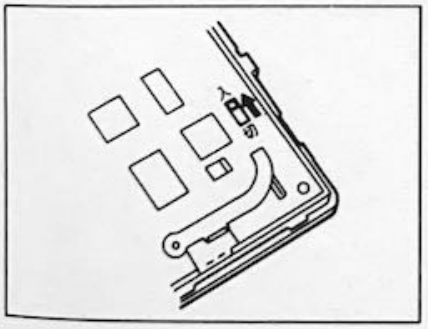
(3) Remove the battery guard with a coin, etc.



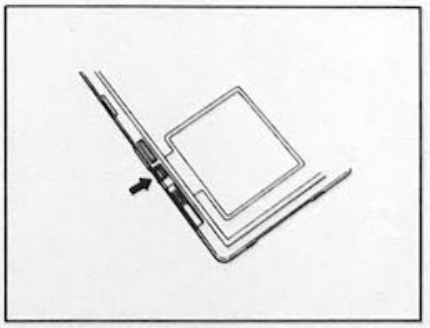
(4) Remove the run down battery and insert below the edge new battery (CR1616) with the plus side up.



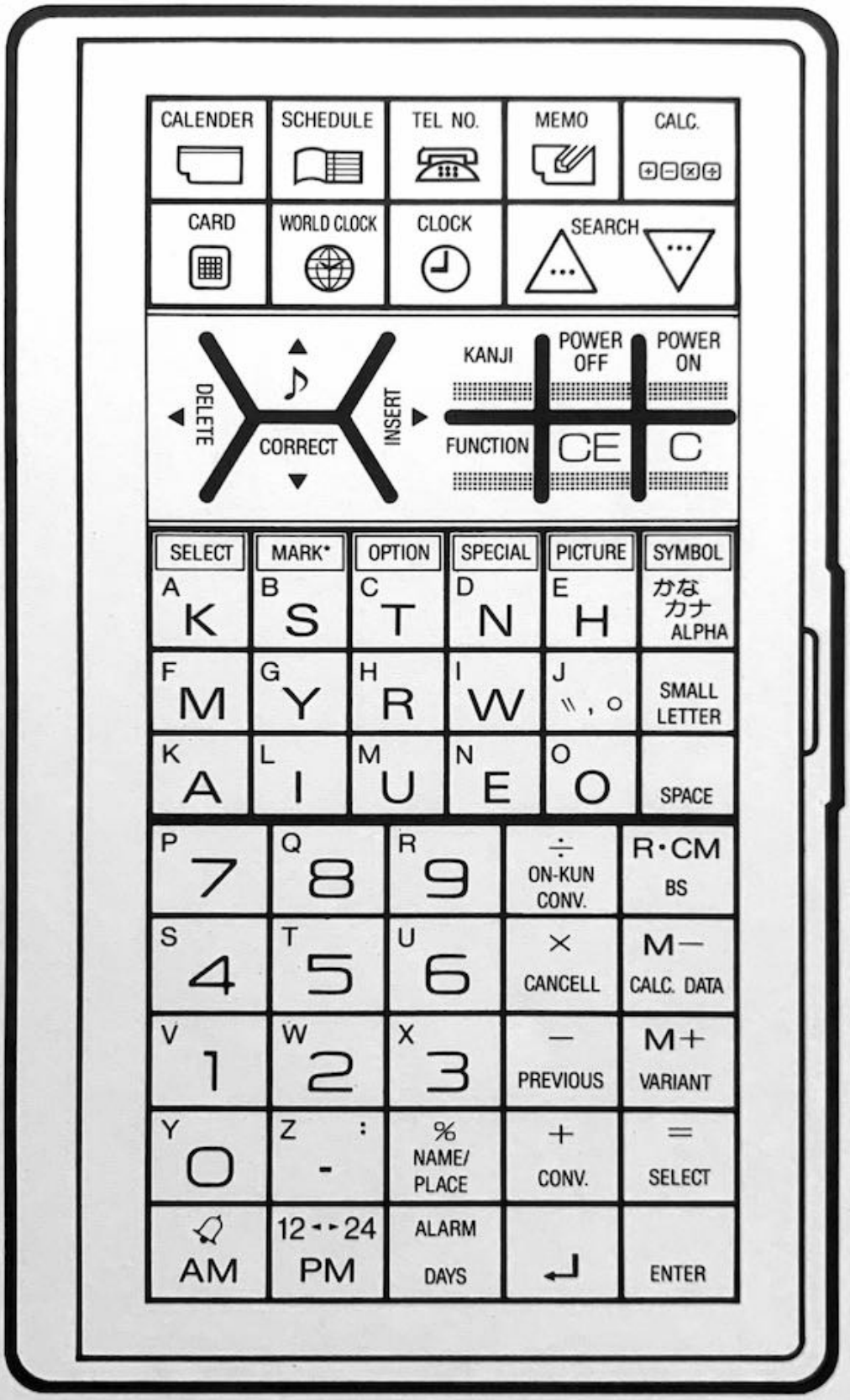
(5) Mount the battery guard, turn "ON" the battery replacement switch, and mount the rear cover.



(6) Press down the card lock switch.



Appendix 2 English key pad



SHARP CORPORATION

OSAKA, JAPAN

PRINTED IN JAPAN

Published January 1989